

Welcome to Kingsdown School

Information Pack

In this Information Pack you will find:

- Kingsdown School Privacy Notice
- Kingsdown School Attendance Letter
- Information on Kingsdown Uniform (including PE)
- Kingsdown School Uniform - Frequently asked questions



Privacy notice for students – use of your child’s personal data

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a ‘privacy notice’ to you where we are processing your personal data. This privacy notice explains how we collect, store and use personal data about you.

We, Kingsdown School, Hyde Road, Swindon, Wiltshire. SN2 7SH are the ‘data controller’ for the purpose of data protection law.

Our Data protection officer is - Louise Askew (see ‘Contact us’ below).

The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at school. For the same reason, we get information about you from some other places too – like other schools, the local council and the Government.

This information includes:

- Your contact details
- Your test results
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs
- CCTV images

Why we use this data

We use this data to help run the school, including to:

- Get in touch with you and your parents when we need to
- Check how you’re doing in exams and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing

Our legal basis for using this data

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else’s interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

Collecting this information

Whilst in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if its optional. If you must provide data, we will explain what might happen if you don’t.

How we store this data

We will keep personal information about you while you are a student at our school. We may also keep it after you have left the school, where we are required to by law. We have a Record management policy sets out how long we keep information about students. If you would like a copy of this policy please email

head@kingsdownschool.co.uk

Data sharing

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so. Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions.
- The Department for Education
- The student's family and representatives
- Educators and examining bodies
- Our regulator – Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- Specified software companies such as ParentPay or Groupcall

National Pupils Database

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the National Pupil Database, which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find out more information about this on the Department for Education's webpage on how it collects and shares research data.

You can also contact the Department for Education if you have any questions about the database

Youth support services

Once you reach the age of 13, we are legally required to pass on certain information about you as it has legal responsibilities regarding the education or training of 13-19-year olds.

This information enables it to provide youth support services, post 16 education and training services, and careers advisers.

Your parent/carers, or you once you're 16, can contact our data protection officer to ask us to only pass your name, address and date of birth.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we also will do so in accordance with data protection law.

Your rights

How to access personal information we hold about you:

You can find out if we hold any personal information about you, and how we use it, by making a 'subject access request', as long as we judge that you can properly understand your rights and what they mean. If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you would like to make a request please contact our Data Protection Lead – Mrs H Brown – Business Manager hbrown@kingsdownschool.co.uk

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause or is causing harm or distress.
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

To exercise any of these rights, please contact our Data Protection Lead – Mrs H Brown Business Manager hbrown@kingsdownschool.co.uk

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

To make a complaint, please contact our Data Protection Lead - Mrs H Brown Business Manager hbrown@kingsdownschool.co.uk

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer for the River Learning Trust: Louise Askew: laskew@riverlearningtrust.org

Dear Parent/Carer

Everyone at Kingsdown is here to Champion your child – Attendance and Absences

Government Legislation states that requests for Family Holiday will only be granted during term time if the Head Teacher considers it to be extreme exceptional circumstances. It is only the Head Teacher who can approve or decline requests. This is in line with the Department for Education guidance on holidays in term time. If a request is declined and there is unauthorised absence during these periods, the school may instruct the Local Authority to issue a Penalty Notice. This may result in a subsequent fine of £80 (minimum) per parent/carer for each child if paid within 21 days, rising to £230 if paid within 28 days.

Taking a child out of school during term time is a Criminal Offence under Section 444 (1) of the Education Act 1996 and can lead to prosecution. A Penalty Notice is an alternative to prosecution and gives you the option of paying a fine before court action is initiated. Birth, step-parents and carers have “educational parental responsibility” therefore, Penalty Notices may be issued to all parties.

No parent has the right to take a child out of school during term time. A Penalty Notice discharges the parent’s responsibility to be prosecuted.

There are no concessions for Armed Forces (unless R&R from Afghanistan or Iraq etc.) or serving Police Officer unless notified by the Home Office i.e. Olympics when all Police LOA was cancelled.

Penalty Notices may be issued for the following:

- Truancy (condoned or otherwise)
- Punctuality (U = After Registration Closed only)
- Avoidable Absence: Birthday’s Shopping, Treats, Concerts etc. and illness without medical evidence
- Absence before/after a school holiday
(Penalty notices can be issued up to 3 times in the academic year and increase in price each time)

Your child can quickly fall behind even if one day is missed. This includes days where children could go to school but *don’t feel like it*. Catching up even a little time lost from school can be very difficult. Regular attendance often means doing well academically, better relationships with other children and better overall behaviour in school. Good attendance isn’t just about what happens in school – absence when your child is young can limit their future opportunities and set up bad habits for work and life. If a child misses just one day a week, over the course of their school life they miss the equivalent of 2 years schooling.

Each year there are 190 school days and 175 non-school days, please ensure that holidays and other non-emergency appointments are restricted to non-school days.

If you feel that there are exceptional circumstances and you do need to request leave of absence from school, a form can be collected from the Main Reception, Attendance Office or downloaded from the school website www.kingsdownschool.co.uk/info/attendance-absence where further information regarding Attendance and Absence can be found.

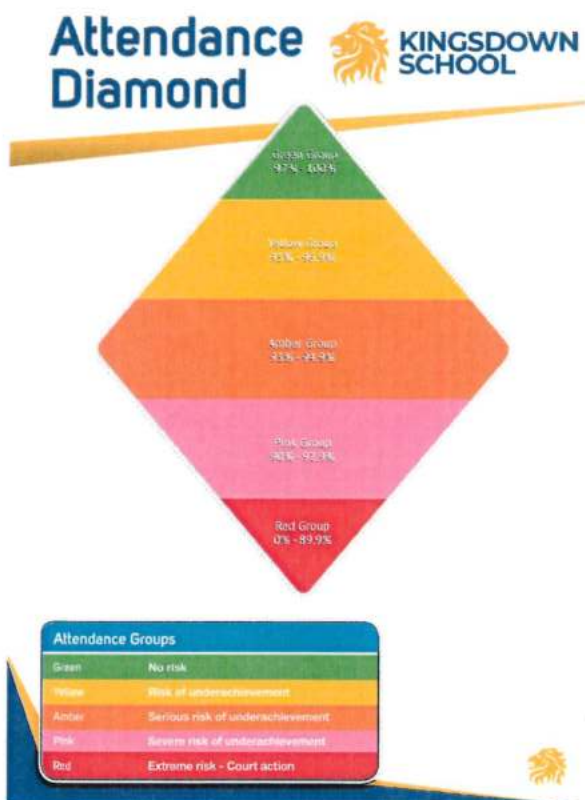
If your child is absent due to genuine illness or need to leave early/arrive late due to an appointment, please inform us on the following email: studentabsence@kingsdownschool.co.uk or call us on 01793 822284, option 1. We ask that you inform us on each day of absence, no absence will be pre-coded as per the new government guidance (unless a child is signed off and has a medical note/letter i.e. recovering from surgery)

Students arriving late or leaving early without any parent communication will be asked to wait until phone confirmation of the appointment has been received.

Yours sincerely



Mrs Leigh-Bennett (Headteacher) and the Attendance Team





| | Monday | Tuesday | Wednesday | Thursday | Friday |
|--|-------------|-------------|-------------|-------------|-------------|
| Arrival | 8:15 | 8:15 | 8:15 | 8:15 | 8:15 |
| Tutor / Champion | Roll Call | | | | |
| Period 1 | 8:20 - 8:45 | 8:20 - 8:45 | 8:20 - 8:45 | 8:20 - 8:45 | 8:20 - 8:45 |
| Period 2 | 8:45-9:45 | 8:45-9:45 | 8:45-9:45 | 8:45-9:45 | 8:45-9:45 |
| Break | 9:45-10:45 | 9:45-10:45 | 9:45-10:45 | 9:45-10:45 | 9:45-10:45 |
| Period 3 | 10:45-11:05 | 10:45-11:05 | 10:45-11:05 | 10:45-11:05 | 10:45-11:05 |
| Period 4 | 11:05-12:05 | 11:05-12:05 | 11:05-12:05 | 11:05-12:05 | 11:05-12:05 |
| Lunch | 12:05-13:05 | 12:05-13:05 | 12:05-13:05 | 12:05-13:05 | 12:05-13:05 |
| Period 5 | 13:05-13:45 | 13:05-13:45 | 13:05-13:45 | 13:05-13:45 | 13:05-13:45 |
| | 13:45-14:45 | 13:45-14:45 | 13:45-14:45 | 13:45-14:45 | 13:45-14:45 |
| 14:45 - After School clubs and meetings | | | | | |

Dear Parents and Carers

Kingsdown School Uniform information

Thank you in advance for supporting us to embed this important aspect of our school vision. Our vision is to be a school of excellence, bursting with pride and ambition. At Kingsdown we champion every student and have the highest expectations in all we do, and the presentation of our uniform is no exception.

The Uniform

Our uniform includes:

- ▶ Navy Blazer with Royal trim
- ▶ Mid-Grey Trousers
- ▶ White shirt
- ▶ Optional Tartan Skirt
- ▶ Optional Navy jumper
- ▶ Black conventional school shoes



Our PE Kit includes:

- ▶ Royal Blue (black trim) polo
- ▶ Royal Blue (black trim) Rugby top
- ▶ Black bottoms
- ▶ Optional ¾ zip top
- ▶ Optional skort (skirt with fitted shorts)



The uniform is available to purchase from our supplier [Uniform Direct](#).

A copy of our Dress Code Policy is available on our website www.kingsdownschool.co.uk. It sets out clearly what is and isn't acceptable. Please do get in touch if you have any questions.

Student Dress Code examples

KINGSDOWN SCHOOL



Acceptable shoes – completely black polish-able conventional school shoe with no logo. Flat or low heeled

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|--|--------|--|-------------------|--|--|--|--|--|----------------------|
| | | | | | | | | | |
| | | | | | | | | | |
| | Patent | | Shoes with Velcro | | | | | | Block heel under 4cm |

Unacceptable shoes – Trainers, boots, heels over 4cms, sandals, daps, canvas

| | | | | | | | | | | | | |
|----------|----------|----------|----------|----------------------|-------|-------|----------------|------------------|-------|--|--|------------|
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Trainers | Trainers | Trainers | Trainers | Hiking/ walking boot | Boots | Boots | Heels over 4cm | Canvas pump/ dap | Boots | | | Has a logo |

Acceptable trousers -Mid grey, flat or pleated front, straight fit, standard fit, slim fit

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|----------------------|----------|----------|----------|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Slim fit Mid grey | Mid grey | Mid grey | Mid grey | Standard fit Mid grey | Mid grey | Mid grey | Mid grey | Mid grey | Mid grey | Mid grey | Mid grey | Mid grey |

Unacceptable trousers – Cropped, skinny or flared fit, denim, jeans, leggings, pin stripes, fashion trim, large belts or buckles

| | | | | | | | | | | |
|--------------------|----------|-----------|--------------------|---------|-----------|-----------|--------|--------------------|--|----------|
| | | | | | | | | | | |
| | | | | | | | | | | |
| Denim Too light | Too dark | Too light | Jeans Too light | cropped | Too light | Too light | Flared | Too dark Skinny | | Leggings |

Dear Parents & Carers

Essential Equipment:

All students are required to have the following essential equipment with them at all times

1. A sturdy bag for carrying books and equipment
2. Student Planner (this will be given to students by the school)
3. A pencil case (named) containing –
 - 2 Black or blue pens
 - A green pen
 - 2 Pencils
 - Pencil sharpener
 - Ruler,
 - Protractor
 - A pair of compasses
 - Eraser
 - Colouring pencils
 - Calculator
 - Chromebooks - fully charged

For particular lessons:

P.E. kit (see uniform list)

Waterproof bag to carry home kit/boots/towel, etc

D.T.

Ovenproof dishes and a bag/tin/cool bag for the transportation of food

Art

Drawing pencils

Colouring pencils

Eraser

Pencil Sharpener

Glue stick

Mathematics

Scientific Calculator (Ask Maths teacher which one before you buy)

PE Uniform Policy 24

All items of the PE uniform are available from our school uniform supplier accessed via the school website or on the following link. [Uniform Direct](#)

Kingsdown School PE Uniform Policy

*** These items should be purchased directly from our uniform supplier**

| PE KIT ITEM | ACCEPTABLE | NOT-ACCEPTABLE |
|---------------------------------------|--|---|
| Kingsdown Fleece | ¾ Zip Black with school logo | Any other |
| Kingsdown Polo shirt | Navy blue with school logo | Any other |
| Kingsdown Shorts | KDS black shorts with the school logo or plain black shorts with no logo or branding. If plain shorts are worn, these must be the same style as the branded shorts. i.e loose fitted football style shorts | Any other colour, lycra, shorts below the knee |
| Skorts (optional) | KDS black skorts with the school logo or plain black skorts with no logo or branding. If plain skorts are worn, these must be the same style as the branded skorts. | Skirt without fixed undershorts |
| Tracksuit bottoms (optional) | Plain black polyester only or Kingsdown logo | Sweatpant style, cotton jogging bottoms, Any other colour, overly tight/baggy, stripes, logos |
| Kingsdown Rugby Top (optional) | Recommended for all students doing rugby as it does not rip if pulled | Any other |

| | | |
|--|---|--|
| Socks | Any length plain black socks (not above the knee) | Any other colour, no logos, socks that are above the knee. |
| Trainers | Trainers that provide good foot support | Daps, canvas shoes, converse, vans style, Fashion shoes Unsupportive trainers |
| Football boots (compulsory for contact-rugby) | Recommended for football, rugby, cross-country, both metal or moulded are acceptable however no metal studs are allowed on the 3G | Blades |
| Shin pads (optional) | Recommended for all students doing football and hockey | - |

| | | |
|-------------------------------------|---|-----------------------------------|
| Gum shield (optional) | Recommended for all students doing rugby and hockey | - |
| Roll-On/Wet wipes (optional) | Recommended for all students | Deodorant or antiperspirant spray |

Kingsdown School PE Uniform Policy

| PE Kit | Notes |
|--|---|
| <p>Kingsdown School Polo</p>  | <p>No other style or colour t-shirts can be worn, only the Kingsdown Polo is allowed</p> |
| <p>Kingsdown School Rugby Top</p>  | <p>Recommended for Rugby lessons. Only the Kingsdown rugby top is allowed.</p> |
| <p>Kingsdown School Fleece</p>  | <p>To be worn over the polo shirt. Any other non-school sports tops such as hoodies and tracksuit tops are strictly not allowed</p>  |
| <p>Kingsdown black shorts and/or plain black tracksuit bottoms, plain black cycling shorts can be worn underneath shorts</p> | <p>Logo's and stripes down the side are not permitted. Black is the only colour tracksuit bottoms allowed.</p>  <p>No lycra, leggings or joggers/sweatpant style.</p> |

| | |
|---|---|
|  | |
| <p>Plain black skort</p>  | <p>Optional instead of shorts, plain black cycling shorts can be worn underneath the skort</p> |
| <p>Black</p>  | <p>Plain black socks for all sports, no logos, trainer socks which cannot be seen are acceptable</p> |
| <p>Trainers/Astro turf trainers</p>  | <p>No 'Vans' style, trainers must offer ankle protection and grip on the bottom. No 'daps, 'pumps' or plimsolls style footwear</p>  |
| <p>Boots</p>  | <p>Moulded or metal studs are acceptable. Although metal studs are not allowed on the 3g</p> |
| <p>Optional Extra Items –</p> <ul style="list-style-type: none"> - Gum shields for rugby - Shin pads for football - Black sports base layers to be worn under PE kit - Gloves | |

Students will be coming to school in their PE uniform when they have PE. However if they have an extra curricular club or a fixture and they do not have PE on that particular day they should wear their school uniform and bring their PE uniform to get changed into after school. As the weather gets colder students will be allowed to wear a school coat but should not wear their school blazer with their PE uniform.

Alternative acceptable tracksuit bottoms:- (no logos, or stripes allowed, and must be polyester)

https://www.decathlon.co.uk/p/kids-warm-breathable-synthetic-jogging-bottoms-s500/_/R-p-323559

https://www2.hm.com/en_gb/productpage.0609170020.html

https://www.amazon.co.uk/Elasticated-Tracksuit-Bottoms-Trousers-Comfortable/dp/B01KG9KON2?source=ps-sl-shoppingads-lpcontext&ref_=fplfs&smid=A3935H3DUCHAPR&th=1&psc=1



Kingsdown School Uniform – Frequently Asked Questions

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Where can I purchase plain black polyester tracksuit bottoms?

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What is the Kingsdown student dress code?

What is the Kingsdown uniform for PE?

Where does it say my child has to wear a uniform at Kingsdown?

When your child joined Kingsdown School, you completed a Student Entry Pack. Within this is a Home/School Agreement in which you signed the parent/carer section in agreement to “Support the school’s policy on uniform, behaviour and homework.” In addition, your child signed their part of the agreement to “Wear my school uniform and be tidy in appearance.”

Why do students have to wear a uniform?

In the UK, 98% of secondary schools require students to wear a uniform following the recommendation of the Department for Education.

There are many benefits to students to wearing a school uniform including promoting a sense of belonging and pride in one’s school. Wearing a uniform promotes inclusivity by eliminating visible signs of wealth or social status and helps ensure that all students are treated equally. This can contribute to a more respectful atmosphere and prevent bullying based on appearance or clothing choices.

By adhering to a dress code, students learn the importance of following rules and regulations, which helps prepare them for future professional settings where a suitable appearance is essential. Wearing a uniform teaches students that different situations require appropriate dress codes and fosters a sense of responsibility and accountability.

What has wearing a uniform got to do with how students learn?

Some people question how the colour of a student's socks or the fit of their trousers has any impact on their ability to learn. As outlined above, the purpose of a cohesive uniform for all students is about many aspects of the social situation and expectations students experience at school, and not about how they learn. School is not just about learning subjects but also about becoming prepared for life after school when students move on to college, training or working life.

Kingsdown school culture is underpinned by the Kingsdown BEATs in which each and every student is encouraged and supported to live up to the 6 BEATs with their requirements of Pride and Ambition, Stretch and Challenge, and Respect and Responsibility and in all they do. Wearing the school uniform forms part of this culture and engenders pride, respect and responsibility in the students.

What if my child is unable to wear some items of uniform?

The Kingsdown School uniform must be worn by all students at all times as confirmed in the Home/School agreement. Our Behaviour Policy states that the school will implement measures where appropriate including:

"Adjusting uniform requirements for a student with sensory issues or relevant medical condition."

If you feel your child may need a reasonable adjustment to their uniform, please email our Inclusion Team at SENDSCO@kingsdownschool.co.uk.

How do students borrow uniform?

We have a stock of new and donated uniform which we loan out to students who need to borrow it for the day. This may include when items are forgotten, temporarily lost, damaged or do not fit the Kingsdown Dress Code Policy (see below). Items are only loaned out for the school day and must be returned at the end of school and not taken home. As such, when students borrow an item of uniform they are required to swap their phone to ensure that they return the uniform at the end of the day.

Why are students required to swap their phone for uniform?

Students are asked to swap their phone because they are not permitted to use their phone during the school day anyway, and as a valued item, they are most likely to collect it and return the borrowed uniform at the end of the day. Our Behaviour Policy states that:

"Phones must not be used at any time – including before school, break time and lunch time. Phones are permitted to be used after the school day and whilst on the school site when it is safe and timely to do so. Phone must always be switched off (not on silent mode) and kept out of view."

The complete Behaviour Policy can be found here:
<https://www.kingsdownschool.co.uk/info/policies>

Are students sanctioned for borrowing uniform?

Students are not sanctioned if they borrow uniform in exchange for their phone, because they are correctly following the school policy. However, where we have items to lend students and they refuse to follow this policy and correct their uniform, they will be sanctioned. If students wear non-uniform items such as hoodies or excessive jewellery, this will be confiscated for the day and -1 point will be deducted.

What if my child needs to contact me or I need to contact them?

Students are not prevented from contacting home when necessary and can do so by attending the main school reception or Student Services. If deemed appropriate, students will be permitted to call parents/carers on their mobile phone at these locations. Alternatively, staff will contact parents/carers for students to speak to. For example, students will be able to call if arrangements for going home change or they need homework brought in to school.

If a parent/carer wishes to contact their child at school, they should call the school directly on 01793 822284. Staff are always available to pass on messages to students and where appropriate to allow parents/carers to speak to students. Students are not permitted to use their phones during the school day, even to contact parents/carers, and doing so may result in their phone being confiscated as stated in our school Behaviour Policy.

Is there any support to purchase uniform?

A Financial Support form can be found at the bottom of this webpage:

<https://www.kingsdownschool.co.uk/info/disadvantaged-students>.

You can complete this form if you feel that you would benefit from support to purchase uniform or other items such as equipment and help with school trips. You can specify the uniform items you would like help to buy and in some cases the school may be able to donate second hand items. The form should be completed online and will be reviewed by our safeguarding team who may contact you for further information and when a decision has been made about your request. You can also discuss any concerns or changes in circumstances with your child's tutor and/or progress leader.

Where can I purchase plain black polyester tracksuit bottoms?

Kingsdown uniform requires that students wear plain black polyester tracksuit bottoms without stripes or logos (unless it's a Kingsdown logo). Students are not permitted to wear jersey jogging bottoms or leggings. The following are links to shops where appropriate tracksuit bottoms can be purchased at a variety of costs and sizes to fit all students.

- Kingsdown School track pant with logo:
<https://www.uniform-direct.com/acatalog/Kingsdown-School--Track-Pant-3494.html>
- Plain black polyester track pant:
<https://www.uniform-direct.com/acatalog/Slim-Fit-Track-Pant-BLACK.html>

- Plain black children's tracksuit bottoms:
https://www.decathlon.co.uk/p/kids-warm-breathable-jogging-bottoms-s500-navy/_/R-p-323559?mc=8578541&c=smoked+black
- Plain black adult's tracksuit bottoms:
https://www.amazon.co.uk/Elasticated-Tracksuit-Bottoms-TrousersComfortable/dp/B01KG9KON2?source=ps-sl-shoppingads-lpcontext&ref_=fplfs&smid=A3935H3DUCHAPR&h=1&psc=1

Can I buy uniform from Kingsdown School?

Branded Kingsdown uniform items including blazers, ties, skirts and PE polo shirts and fleeces can be purchased from the Uniform Direct shop here:

<https://www.uniform-direct.com/acatalog/Kingsdown-School.html>

The only item of uniform you can buy from school is a tie, which costs £6, the same price as if you purchased it from Uniform Direct. All purchases of ties must be made by card payment in person at reception or over the phone. If a student moves house group and requires a different coloured tie, they can exchange their tie if it is in good condition and receive a £1 discount for the new tie. In some cases, students may be able to swap their tie for a different colour at Student Services, however the colours available are dependent on what has been donated.