



KINGHAM HILL

Character Matters

AMERICAN PROGRAM HANDBOOK

Welcome to Kingham Hill



Greetings from the Headmaster's desk here at Kingham Hill School.

I am delighted that you are interested in our American Program. We have been running the program for a number of years and it has become an essential and vital part of our "DNA" as a school. While the program is designed to provide the best of both the UK and the US educational systems, I believe the real value of the program is the unique way in which it will stretch and grow them as students and people. Thus, while we are proud to be among the very few schools where students can complete academically rich A level, BTEC, and CTech courses while

also completing requirements towards a fully accredited US high school diploma, your children will also be shaped personally through the care and attention that comes from small classes and the oversight of tutors and houseparents.

Our international students bring so much to our community as they are fully integrated into the full life of this busy school. Whether they attend as day pupils or as boarders (both options are available) I can guarantee that they will be stretched, challenged and encouraged to get stuck in to a wide range of co-curricular activities, many of which they may never have encountered before!

As Headmaster, it is a genuine joy to have so many American, Canadian and international pupils as part of our school community and I look forward to enjoying and celebrating all that your children are going to achieve in their time with us.

Pete Last

Important Dates

- September 15: American Program Parent Tea
- September 22: 6th Form University Readiness Seminar
- September 23-24: Fulbright College Fair
- October 7: SAT
- October 14: PSAT-NMSQT
- November 10: 4-5th Form University Planning Seminar
- November 24: Thanksgiving
- March 9: SAT
- May 6-17: AP Exams
- June 28: US Graduation/BBQ
- July 6: Speech Day

Contacts and Roles

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		Director
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Accreditation

Kingham Hill School was granted candidate status with the New England Association of Schools and Colleges (NEASC) in 2008. Kingham Hill School was awarded full membership to NEASC in Spring 2010. Kingham Hill School is now accredited with the Middle States Association (MSA), having transferred from NEASC and passing inspection in 2020.

About the Program

The American Program at Kingham Hill School is a unique program allowing US students the educational opportunity to study at a traditional British School while continuing to meet US educational requirements during their time abroad. The US Program is designed to offer American students living in the UK the opportunity to earn credits that will transfer to the United States or any American-curriculum school abroad.

Objectives

- Offer high-quality educational instruction to American students.
- Provide US students the opportunity to experience education at a traditional English boarding/day School.
- Incorporate both UK and US standards into the learning process, thus creating a bridge between the two educational systems.
- Challenge students to perform to the best of their abilities.
- Emphasise the development of students' knowledge and skills, while giving them opportunity to adapt and cope with life's circumstances - specifically focusing on skills helpful to internationally mobile students.
- Provide US educational opportunities via elective courses which enhance the standard UK program.
- Prepare students to apply for admission to US, UK and International Institutions of higher education.
- Prepare students for US and international examinations including SAT and AP exams.
- Promote international and intercultural experiences for US Students and throughout the entire KHS Community.
- Provide educational and social support materials to US parents and families in the KHS/RAF community.

Graduation Requirements

Juniors (1st to 3rd Forms / US 6th to 8th Grades)

Most junior pupils will take seven subjects in total and must take core subjects in mathematics, English, and science. Pupils will choose at least one science subject.

	1st Form / US 6th Grade	2nd Form / US 7th Grade	3rd Form / US 8th Grade
English	English		
Mathematics	Mathematics Sparx		
Lab Science	Biology Chemistry Physics		
History, Theology, and Social Science	Geography History Theology		
Language	French Spanish Latin		
Fine Arts, Performing Arts, Career and Technical Education	Art Design Technology Digital Literacy Drama Music		
Physical Education and Health	Physical Education (Sport Science) Sport PSHEE		

Seniors (Fourth Form to Upper Sixth / US Ninth to Twelfth Grade)

U.S. Diploma

The U.S. diploma is awarded to pupils who satisfy the following requirements at the senior level (4th-Upper Sixth) forms. Completion of required minimum number of credits* in the following subjects

Subject	Required Credits
English*	4
Mathematics*	3
Lab Science	3
Foreign Language, fine or performing arts or career & technical education	2
Physical Education	2
History / Social Science / Theology	3
Economics and Personal Finance	1
Electives	4
TOTAL	22

*Credits are counted according to the 2022 KHS catalogue revision (available upon request). For pupils who started at KHS prior to 2021 in which certain GCSE subjects were counted as 1.5 credits, for the purposes of university planning and graduation these subjects will only count as one credit. Thus, all pupils should expect to take at least three years of mathematics and four years of English.

- 4th and 5th form (US 9th and 10th grade) students take nine or ten subjects.
- Lower and Upper Sixth (US 11th and 12 grade) students take at least three subjects.
- In order to better prepare individual students for a desired post-KHS destination, certain curricular requirements can be modified at the discretion of the program director / head of destinations.

Seniors (4th Form / US 9th Grade to Upper Sixth / US 12th Grade)

	4th Form / US 9th Grade†	5th Form / US 10th Grade†	Lower Sixth Form/US 11th Grade	Upper Sixth Form/US 12th Grade
English	English		Language and Composition* or Literature and Composition* (alternating) English‡ Classical Civilizations‡	
Mathematics	Mathematics (Algebra I, Geometry)		Algebra II	Precalculus
			Mathematics‡ Further Mathematics‡	
Lab Science	Biology Chemistry Physics		Biology‡ Physics‡ Physics (US Curriculum) Computer Science (BTEC)	
History, Theology, and Social Science	World History I	World History II	American History US Government and Politics* Politics‡ Psychology‡ Geography‡ History‡ Theology‡ Psychology‡ Classical Civilizations‡	
	Economics Theology Geography			
Language	Latin French Spanish		French‡ Spanish‡	

Fine Arts, Performing Arts, Career and Technical Education	Design Technology Music Art Animal Management	Design Technology‡ Music Technology (BTEC) Music‡ Art‡ Photography‡ Performing Arts (BTEC) Animal Management (BTEC) Business (CTech)
Physical Education	Physical Education (Sport Science) Sport (PE)	Sport (CTech) Sport (PE)

* AP option available

† All Courses listed are GCSE except Sport

‡ A level

Course Selections for Canadian Pupils

Pupils transferring from Canadian primary or secondary schools and planning to continue on to Canadian universities will graduate with a US Diploma and follow the US course progression, but with US History and US Government excepted as Canadian schools do not require history credits during Sixth Form (US / Canadian 11th and 12th grade)

Canadian pupils entering KHS follow the standard US curriculum, with the following requirements in Sixth Form. Those seeking university majors in

- Science, technology, engineering, or maths (STEM):
 - English taken during Upper Sixth (12th grade) year
 - One each of precalculus or calculus
 - Both chemistry and physics
 - Two credits of academic electives
- Business:
 - English taken during Upper Sixth year
 - Maths taken during Upper Sixth year
 - Four credits of academic electives
- Arts and Social Science:
 - English taken during Upper Sixth year
 - Five credits of academic electives

Online Courses

KHS partners with Virtual High School (VHS) to provide high quality online learning options. Online classes cover a range of required courses and elective courses, including Advanced Placement (AP), summer, and flexible courses.

If a student elects to take an online course, Kingham Hill School will provide necessary support in their subject, including access to labs for science courses. All activity will be monitored by an onsite representative of the school who will receive weekly course updates. If a course is required for graduation but not offered onsite, KHS will cover the cost of VHS courses.

Independent Study

In special cases and if a student needs a course that conflicts with other required courses or the pupil demonstrates outstanding academic achievement and would benefit from a course outside of the current KHS offerings, s/he can follow a “facilitated independent study” (FIS) format wherein they are issued weekly syllabi from the subject teacher. Work is submitted at the end of each fortnight and returned to students the following week. US grades are given for all courses in the American Program department. Schemes of work for all courses are available upon request.

In order for a pupil to enrol in FIS, the following must criteria must be met:

- The course is required but not currently offered by the KHS curriculum during the time in which the pupil would need to take the course.
- The pupil must demonstrate the ability to meet deadlines and work independently.
- An instructor can be timetabled to administer the course and meet with the pupil fortnightly.
- Their request must be approved by both the American Program Director and the Academic Deputy.

In special circumstances, a pupil who has demonstrated academic proficiency (usually defined as having maintained a cumulative GPA above 3.7) can request an independent study with the approval of the American Program Director, Academic Deputy, and a supervising teacher. In all cases, the academic rigour should meet or exceed the minimum requirements for KHS courses.

Course Types

While there are many similarities between the US and UK education systems, some translation is necessary in fourth-upper sixth form (US 9th to 12th grade). As opposed to US courses that are continually assessed throughout the duration of a course (recorded in the form of grades, and then as a grade point average [GPA]), UK courses are externally assessed at the end of fifth form and upper sixth form. Thus, teachers work to prepare pupils to study (“revise”) for the exams over the course of two years. For the purpose of US transcripts, KHS calculates a US-style grade at the end of each term and

year. It is important for American Program parents and pupils to understand that because teachers work to prepare pupils for comprehensive exams, a high priority is placed on a pupil’s willingness to adapt and learn, known at KHS as “Attitude to Learning,” rather than on simply mastering content (though this is also important). This incentivizes pupils to take ownership of their education and rewards their effort to challenge themselves, whatever their academic ability.

GCSE (*Graduate Certificate of Secondary Education*)

GCSE courses for the core of subjects in 4th and 5th form (US ninth and tenth grades), culminating in comprehensive exams at the end of the 5th form years.

Advanced courses at the Sixth Form level offer an opportunity for pupils to push themselves academically and, in many cases, earn college credit. In addition to standard-level courses, sixth-formers at KHS will select from the following:

Advanced Placement (AP)

AP are academically rigorous courses intended to be roughly equivalent to first-year university courses in the US. Because of this, many US and Canadian universities will award credit for pupils achieving at least a 3 on an AP exam. In addition, AP courses are looked favourably upon by UK schools and can help gain admission to competitive UK universities. For the 2023-24 academic year, KHS will offer the following taught AP courses:

- US Government and Politics
- Language and Composition

A range of other AP courses can be taken through our online course provider, including:

- Art History
- Biology
- Calculus (AB and BC)
- Chemistry
- Computer Science (A and Principles)
- Economics (Macro and Micro)
- English Literature and Composition
- Environmental Science
- European History
- French Language and Culture
- Human Geography
- Latin
- Music Theory
- Physics (1 and C)
- Pre-Calculus
- Seminar
- Spanish Language and Culture
- Statistics
- US History
- World History

Students who receive a three or higher on at least five AP exams earn the distinction of receiving an AP International Diploma. For more information, [see the College Board website](#).

In addition to offering taught AP courses, KHS is an approved AP test site and can offer AP exams for pupils taking online AP courses online or through self-study. Beginning in 2023, KHS will accept non-KHS (including homeschooled) pupil requests on a case-by-case basis.

The deadlines for requesting an AP exam are as follows

- Requests must be made by the preferred ordering deadline: 3 October 2023. Approved external requests made after 3 October will be charged an additional £25 fee.
- Final Ordering Deadline: 14 November 2023. Approved external requests made after this date will be charged an additional £40 fee.
- If there is not enough uptake for an AP exam, parents of pupils can elect to pay an additional fee to cover the cost of invigilation.

AS / A level

Advanced Level Qualifications, or A levels, are two-year, academically rigorous, subject-specific courses that culminate in an externally assessed exam after two years of study. Like AP courses, many US universities will award credit for attaining certain scores on AS and A level exams. Advanced Subsidiary, or AS courses are one-year versions of the A level. AS exams are available for some, but not all A level courses.

BTEC (*Business and Technology Education Council*) and CTech (*Cambridge Technical*)

BTEC and CTech courses give pupils the opportunity to gain experience in vocational and career focussed subjects such as animal management, business, and design technology. They are taken during the sixth form culminating in either an externally assessed exam or project. In some instances, US universities may award college credit for BTEC or CTech courses.

Adding and Dropping Courses

Pupils may request to drop courses without penalty by the end of the first fortnight of Michaelmas. After that point, they will receive a "W" ("withdrawn") on their transcript.

College Advising and Exam Preparation

The American Program offers activities in the period 7 cocurricular slot in College Planning and SAT Preparation. In addition, the American Program Director and Head of Sixth Form will oversee university counselling.

Attendance

School attendance is directly related to student success, and so it is important that students attend all scheduled school days and not be absent more than is absolutely necessary. Parents or guardians should attempt to schedule appointments at times when it will not conflict with the school schedule. To request an authorized absence, parents must contact the second deputy headmaster, Rob Jones (r.jones@kinghamhill.org). Absences not requested in writing nor approved by the second deputy head of school, Rob Jones, will be counted as unexcused. Unexcused absences may result in disciplinary action.

Reasonable causes for absence from school include the following:

- Personal illness.
- Medical, dental, or mental health appointment.
- Serious illness in student's immediate family.
- A death in the student's immediate family or of a relative.
- Religious holidays.
- Visits to universities or job-shadowing.
- Emergency situations, such as pandemic, fire, flood, or storm.
- Unique family circumstances warranting absence and coordinated with school administration.

In order to accommodate American families, American Program pupils will not be required to attend on the Thursday and Friday of Thanksgiving week (23-24 November). If absent, pupils are responsible for coordinating with tutors and teachers about work that needs to be made up. Failure to do so may result in a grade reduction. Children of Department of Defense and State Department employees who miss an excessive amount of school will be referred to the Student Liaison Officer.

Open Days

A few times a year, the school gathers for Open Days. These days are important opportunities for students, parents, guardians, friends, and visitors to visit the school, watch the houses face-off in sport matches, and for students to show off projects and classwork. Because these are important times to gather the school community, they are a required part of the academic year and therefore all pupils are expected to be in attendance. Failure to attend without permission will be marked as an unexcused absence. For more information, [please see the school calendar](#).

Working from home during Revision periods

Beginning in late May, senior pupils (4th-Upper Sixth forms) will begin taking exams. Leading up to this, pupils will be given a revision period in which they will study (revise) for upcoming exams. While classes

continue as normally scheduled, taught lessons will typically cease in order to give pupils the opportunity to complete independent revision in their scheduled period while having access to their teachers and other resources. This is to support them to work according to their own revision plan and target areas they feel need more revision.

5th and Upper Sixth form pupils in good standing who would feel they would revise better at home must meet the following requirements:

- Maintain an average GPA of 3.0 or above for the year.
- Demonstrate that they will effectively use the time offsite to revise.
- Parental request submitted to the Head of Seniors.
- Be approved by the Head of Seniors with the consultation of the American Program director.

It should be noted that revision from home will be granted on a case-by-case basis by the Head of Seniors. In addition pupils who are granted to work from home must plan to come in for 2 days a week to ensure they are able to touch base with their teachers.

Pupils who remain on site during revision periods are expected to follow their normal schedule.

Leaving Kingham Hill School

Parents who wish to withdraw their pupils from KHS must give at least one term of notice. Failure to do so will result in the parents being charged fees for the following term.

To leave by:	Notice must be given before:
End of Michealmas (Fall term)	End of Trinity term of the previous academic year
End of Lent (Lent term)	End of Michaelmas term
End of Trinity (Summer term)	End of Lent term



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