



# DURSTON HOUSE

## JUNIOR SCHOOL GENERAL INFORMATION

**COVID-19 Version**  
**April 2021**

**2020-2021**

## Junior School (Years 3 - 4)

Owing to the COVID-19 pandemic, the structure of the school day and its operations have been adapted to fulfil current Government guidelines. Adapted sections, showing a variation from the usual routine, are shown in red.

### After School Care

After School Care facilities, for the supervision of pupils whose parents are unable to arrange collection at the normal time, are provided from 4.00-6.00 p.m. An After-School Care Supervisor is specifically employed for this purpose. A register is kept by him/her. If boys need to attend on an irregular basis, the School Office must be notified on the day. Boys are collected any time until 6.00pm from the front of Junior School on Longfield Road. There is a charge for this service. Any other boys found uncollected outside the usual collection times are sent to After School Care.

**Boys are required to bring their own snack and drink** if they are staying in After School Care as it is not possible to provide these at present.

### Assembly

**Assembly** occurs on Monday during Lesson 3 either on **Zoom or in Haven Green Hall**. All Forms and staff attend. It is conducted by a member of SMT. At times, all parts of the school will attend the same Zoom Assembly; at other times different sections of the school will attend discrete Assemblies.

### Beginning and End of the Day

**Boys in Year 3 arrive at School between 8.00 - 8.15 a.m.**, and enter through the Junior School Garden gate on Longfield Walk. **Boys in Year 4 enter at the same location, between 8.15 - 8.30 a.m.** On arrival, **boys wash hands** under supervision, before entering the cloakroom via the external cloakroom door. Boys may not enter school early to use the Library or for any other reason.

Bags and coats are stored in the cloakroom, lunchboxes placed in trolleys and school books are taken to Form Rooms. Boys meet their Form Teacher for Form Time, where registration is taken. A boy is marked absent after 8.40 a.m. The first lesson begins at 8.45 a.m.

**Boys are dismissed at 3.50 p.m. in Year 3 and 4.05 p.m. in Year 4** on non-games days. On Games Days, **Year 3 is dismissed at 4.30 p.m.** and **Year 4 dismissed at 4.40 p.m.**

Boys **wash hands** and wait in the Junior School Garden under supervision, until they are collected. Boys in After-School Care should make their way to L1 and L2 after collecting their things and washing their hands. A letter is sent to parents asking them to confirm details about drop-off and collection arrangements. The Junior School Office should be informed of any change to these arrangements, even if only temporary. Parents are asked to pick up boys promptly. If a boy is late for school, after 8.45 a.m., he must report to the Junior School Office to be registered before sorting his things and going to his class.

## **Charities**

Each year the school supports one or two main charities throughout the year. This charity work is coordinated by the Head of Co-Curriculum, who is responsible for leading the development of pupil awareness and spearheading fundraising work. Durston House considers this charity work as an essential part of pupil participation in the life of the community, necessary for an individual's well-rounded education.

## **Communication**

The school communicates administrative information to parents electronically, by email, text and alerts, via ClarionCall, the school's messaging system. This enables the school to communicate with individuals, classes, year groups or to the whole school. It also enables parents to reply and/or give consent on-line.

In some cases, the school continues to send hard-copy information to parents, by post or with pupils.

Parents are able to follow highlights of school life, the many activities and events that run throughout the year, by accessing the Durston House Facebook page and reading our newsletters that are published twice a term.

## **Curriculum Information**

Parents can access the curriculum information on the school's Virtual Learning Environment, through their son's login. The information consists of a curriculum map for each subject, outlining the topics covered each year. In addition, there are curriculum notes specific to each year group. These give further detail of teaching methodologies, resources, requirements for prep and assessment arrangements.

## **Daily Breaks**

All pupils are taken off site for daily breaks at Castlebar Fields. All four parts of the school go to the fields at different times of the day and are supervised by staff members. Boys in Year 3 and 4 will be taken to and from the field in a staggered manner. This is to minimise the number of boys in the cloakroom and moving through the school.

## **Enrichment**

An Enrichment Programme is offered to all boys in Junior School, from 3.15 p.m. to 3.45 for **Year 3** and 3.15 p.m. to 4.00 p.m. for **Year 4** on Tuesday – Friday. The programme aims to develop skills and knowledge that is not necessarily covered by the academic curriculum. Pupils are guided in their choice of options. The schedule is prepared by the Head of the Co-Curriculum.

## **Examinations and On-Going Assessment**

Examinations take place once a year in Junior School, in the second half of the Summer Term. Results of these examinations are communicated later in the second half of the Summer Term and are noted in the Final Report at the end of the school year. Throughout the year, on-going assessment is carried out to aid teaching and learning.

This is arranged subject by subject. Pupils' progress in the core skills is tracked using assessments at key points in the year.

### **Form Teachers**

Form Teachers are the first point of contact for pupils and parents. They are responsible in the first instance for the general welfare of the pupils in that Form. He/she is responsible for overseeing the Pastoral Care of a pupil, which includes his academic and personal development that year. The Form Teacher reinforces policies and guidelines, which are designed to create the ordered, calm and safe environment that is Durston House. He/she liaises with the **Head of Junior School**, registers the Form twice daily and disseminates any information or correspondence. Form Teachers coordinate the school reports for the pupils in that Form and write a general Form Report. The Form Teacher will help the Form to develop a collective spirit of loyalty, trust and support.

### **Formal School Occasions**

Throughout the year, there are several formal school events that staff and boys attend. The three major occasions are the Carol Service in the Autumn Term (Years 3-8 only), the School Concert in the Spring Term and the Prize Days in the Summer Term. As well, at the end of each term, all staff and boys attend the Final Assembly on the last day, immediately prior to finishing for the school holidays.

### **Games**

All boys go to Games once a week. In the Spring Term, the boys will be involved in **non-contact, Cricket and Tennis games and drills**. All boys go to Swyncombe Playing Field on Monday afternoon. All boys need to come in to school in their games kit and stay in it all day. They must bring in their boots and other equipment in a boot bag.

### **Games Pick Up**

Boys in **Year 3 will be collected at 4.30 p.m.** from the **Junior School Garden Gate on Longfield Walk** with **Year 4 being collected at 4.40 p.m.** from the same location.

### **Houses**

Boys continue in one of the four Houses to which they were assigned on joining the school— Arundel, Conway, Warwick and Windsor. Whole House meetings are held throughout the term. Different activities occur, and inter-House cultural and sporting competitions are held. The Houses comprise boys from all year groups. One member of staff is the Head of House, and one of the prefects from Year 8 is the House Captain. The Houses are also divided into House Vertical Groups (10-12 boys) which comprise boys from Reception to Year 8 and are led by a Year 8 pupil. **Currently, there will be no Vertical Group Meetings.** Each boy will stay in his House and Vertical Group throughout his time at Durston House. Each House competes against the others for the House Shield.

## **Handwashing / Hygiene**

Boys are expected to practise good respiratory hygiene. 'Catch it, Kill it, Bin it' is promoted throughout the school and tissues are provided in each room. All boys are required to wash and sanitise their hands throughout the day, including before and after school, and at break times, using basins located outside the Junior School. Hand Sanitizer will be in each room and boys will be required to use it as they enter the classroom.

## **Instrumental Music Lessons**

All boys are able to learn one or more musical instruments. They are taught by visiting music teachers (VMTs), who enter into a contract directly with parents.

Lessons take place either in school during school hours, or after school hours or at weekends via Zoom. A weekly timetable of lessons taught in school is prepared by the Head of Music. Throughout the year, there are opportunities for the boys to perform to the school and to parents. The Head of Music sends out a letter and a form to all parents during the Summer Term, on which requests can be made for boys to receive a taster session in a particular instrument or other music tuition in the new academic year. Further information about instrumental tuition can be sought from the Head of Music.

## **Junior Choir**

The Music Department runs the Junior Choir, comprising boys from Years 3-4. The choir prepares programmes of choral work to enhance the major, formal occasions in the school year. Currently, **rehearsals for the Junior Choir are not being held.**

## **Library**

Boys are able to borrow books from the School Library, and take Accelerated Reader Quizzes, during their designated Library Lesson under the supervision of their English Teacher. All borrowed books must be returned via the Return Box so they can be cleaned before being returned to general circulation. The **Library is not open at the beginning of the School day, nor at Lunchtimes** at present.

## **Lunches**

All boys bring packed lunches to school which should include a mid-morning snack. Throughout the school, nuts, sesame seeds or food containing nuts are banned as there are some boys who suffer from a serious allergy to them. Boys must not bring sweets, cans or bottles of fizzy drinks, nor gum of any kind. We encourage parents to make sure that lunches brought to school are healthy, providing sufficient levels of energy without making the boys over-excited or causing a lack of concentration. We suggest fruit and easily consumed pieces of vegetables are included and discourage crisps and chocolate bars.

## **Movement Around the School Building**

As boys move from lesson to lesson, or from the cloakroom to lessons, **a modified system** is in operation to minimise boys crossing paths in the cloakroom and corridors. Boys are expected to follow this system at all times. When this involves boys leaving the premises, boys are accompanied by a member of staff. Year 3 and Year 4 are kept

separate as much as possible and all boys are encouraged to keep their distance from others and avoid touching other pupils as they move around the building.

### **Off Games**

A boy may be excused Games by the **Head of Junior School**, having received a **letter** (hard copy of via email) from his parents requesting permission for him not to participate. A justifiable reason is necessary. The school's position is that if a boy is too unwell to participate in Games, he should not attend school at all, except in the case of physical injury or recuperation after medical treatment. A boy excused from Games remains at school under supervision, where he works on written tasks assigned to him by the Head of PE. He does not do Prep at this time. He may be collected at the normal time, 4.00 p.m. from the front gate on Longfield Road.

### **Office Opening Hours**

The school offices are open from **7.45 a.m.** until **4.45 p.m.** each day during term time. All are open up to one week either end of the term.

### **Outings and Trips**

Throughout the year, boys in all parts of the school are taken on Outings to museums, galleries, theatres, castles, battlefields, woodlands, rivers, ancient ruins, as well as places of religious significance. Places seen, data collected, information gathered, experiments carried out and pictures studied can be integrated into lessons on return to the classroom. A few outings are taking place in the Summer Term in line with the current Government Guidance.

Once a year, in the Summer Term, Trips Week takes place. All boys from Year 4 attend a residential trip, inspired by the curriculum, spending at least two nights away from home. Team building activities deepen a boy's natural curiosity and living with his peers helps him take responsibility for himself. Unfortunately, owing to COVID restrictions, **no residential Trip for Year 4 is taking place this year.**

### **Parents Evenings**

In the Autumn Term, there is an Informal Parents Evening for each year group. This is an opportunity to meet socially, the teachers and other parents. In the Spring Term, there will be a Formal Parents Evening for each year. At Parents' Evenings, there is the opportunity to discuss a boy's progress with his Form Teacher and subject teachers.

### **Parent-Teacher Contact**

In the current climate of changes and restrictions in school, and with extra staff commitments at the beginning and end of the day, it is **not possible** for parents to come into school to meet teachers. Matters of an essential nature need to be addressed with the teacher via the Message Book, the Pupil Diary or the School Office (email or telephone). The teacher will respond accordingly, and, if necessary, arrange to contact parents by telephone or Zoom.

## **Personal Accident and Dental Accident Insurance**

All pupils are covered under the School's Pupils' Personal Accident (including Dental Accident) insurance scheme. There are no additional charges, as the premiums are incorporated within the current fee structure.

## **Prep**

Prep is set according to a Prep Timetable. Year 3 have three preps per week, each lasting up to 20 minutes plus 30 minutes reading. Year 4 has four preps per week, each lasting up to 30 minutes plus 30 minutes reading. Humanities, Science and Art prep may also occasionally be set over the weekend.

Prep is set by the teacher on the VLE and pupils are expected to log on every evening to check prep requirements. Prep is completed, 'marked as done' on the VLE and returned to the teacher the next day, or on the date set.

## **Pupil Absence**

If a pupil has an **unplanned absence** owing to illness or some unforeseen circumstance, parents telephone or email the Junior School Office (**in the morning**) with an explanation (JScOffice@durstonhouse.org), the first day of absence and make subsequent contact for each further day of absence.

Requests for any **planned, future absence** from school must be made by parents, in writing (hard copy or via email), to the **Head of Junior School**, giving the dates and reasons for such absence. The Head considers the request and takes whatever action necessary.

The school **does not condone absence for holiday or travel in term time**. Should there be a justifiable need to take a pupil out at such time, this particular absence must be authorised by the Headmaster; the form **Request for Absence for Holidays/Travel in Term Time** must be completed and returned to the Headmaster's Office. This form can be found on the school's website. The request is considered by the Headmaster and the parents are notified about the decision.

## **Pupil Diary**

Each boy has a Pupil Diary in which information to aid knowledge is held, and a daily calendar for note-making is available. Daily reading is recorded in this diary. In Year 3, reading is recorded in the Reading Record. The diary is also a means of communication between home and school, enabling notes from teachers to parents, and vice versa, to be passed on.

## **Reports**

Reports are sent to parents twice a year, at the end of the Autumn and Summer terms. These are known as the Initial Report and the Final Report, respectively. Examination marks will appear on the Summer Report.

## **Rewards and Sanctions**

Anything that a boy does that is clearly worth approval and encouragement, be it in his work or behaviour, is rewarded with a “Plus Point.” These count towards the House Competition.

Minor misdemeanours are dealt with by the teacher or Form Teacher. If a boy continues to misbehave, he may be issued a Conduct Card, which details for parents the nature of the problem. Serious offences will see a boy sent to the **Head of Junior School**, who may issue an immediate Conduct Card. The Conduct Card is taken home and signed by a parent. It is returned by the boy the next morning, in person, to the Head of Junior School. Any boy receiving a Conduct Card must attend Consequence Time at break time. Very serious incidents or frequent Conduct Cards will incur a Detention. These are held after school and parents will be informed beforehand.

Work that is not done, or done badly, is also dealt with by the teacher or Form Teacher. If it continues, a boy may be issued a Work Card, which details for parents the nature of the problem. The Work Card is, likewise, taken home and signed by a parent. It is returned by the boy the next morning, in person, to the **Head of Junior School**. Any boy receiving a Work Card must attend Consequence Time at break time.

## **School Bags**

All boys in Junior School should use the school rucksack (large) and school sports bag supplied by **Stevensons** (see Uniform tab on the school website for details).

## **School Calendar**

At the beginning of every term, each boy is given two School Calendars, one for himself and one for his parents. The calendar can also be found on the school website. It is a comprehensive list of events and fixtures for the term. On receipt of the calendar, parents are asked to check it for future dates.

## **Security**

The security of boys at the school is paramount. The front gate at Junior School is shut and electronically locked during the school day. The Junior School garden gate, too, is locked throughout the day. If parents wish to enter the grounds of Junior School, they should push the buzzer on the outside of the front gate at 9 Longfield Road and wait until the Junior School Office has identified them and let them in. Once inside school property, it is essential that all visitors report directly to the Junior School Office, from where contact with staff, concerns or issues can be dealt with and visitor badges are issued, where necessary. Parents should not go directly to their son’s form room or to any other part of the building. If they are visiting the school, parents are asked not to admit other visitors to the school property. Please advise such people to make contact with the Junior School Office in the first instance. It is vital that the Junior School Office is notified of any changes to drop-off and pick-up arrangements for any boy, as well as changes to personal and contact details that the school must know.



## **Term Dates**

Dates are published well in advance. A copy of those dates is sent to all parents, and can also be found in the School Calendar, and on the school website. Parents are asked to stick to the holiday dates and not to remove boys from school in term time.

## **Themed Weeks**

Throughout the year, boys in all sections of the school take part in themed weeks. In November, the boys and staff focus on Anti-Bullying, reflecting on the nature and causes of bullying and how best it can be tackled at Durston House. Later in the year, two themed weeks occur: the Literature Festival and STEM (Science, Technology, Engineering and Mathematics) Week. For both, events, workshops and speakers are organised to enhance the boys' learning in these areas of school life and to encourage them to pursue this learning beyond the curriculum.

## **Uniform**

Boys in the Junior School wear full school uniform, including their particular House tie, which is supplied by **Stevenson's**. Details about Uniform can be found at the end of this booklet, or under the Uniform tab on the school website. All uniform should be clearly named. Lost, unnamed uniform is kept in the Junior School Office and is displayed at the end of term in the Junior School Garden. Alternatively, parents may search the lost uniform bins themselves at any time, after contacting the Junior School Office.

At this time, with changing rooms unable to be used, boys are required to come to school wearing their **PE/Games kit** on days that **they have PE or Games**.

The use of school uniform is monitored. In the Pupil Diary there is a chart on which is noted any persistent failure of boys to have the correct school or PE/Games uniform. Like behaviour and work, boys receive a Work Card if such failure is noted three times, within a month. The usual further Sanctions apply once this has occurred.

## **Virtual Learning Environment (VLE)**

All boys have access to a Virtual Learning Environment (VLE). Each boy has a login to the site, where he can access set prep, catch-up on missed work, view extension work, seek guidance in his learning and important curriculum information. Work can be sent directly by or to his teacher online. Boys must check the VLE daily.

## **Water / Bottles Fountains**

All water fountains around school are out of action. Boys are encouraged to bring two water bottles to school each day to ensure that they have enough to drink.

## **Year Groups and Forms**

Junior School comprises Years 3-4 and is situated at 9 Longfield Road. Each year has three forms, each with approximately 16 boys. Each form has a Form Teacher who has day-to-day responsibility for looking after the boys and is the first point of contact for parents. He/she takes the boys for the majority of their lessons. Most of these occur in

the form room. Boys have specialist teachers for PSHME, Study Skills, French, Art, PE, Music and Computer Science.

## **DURSTON HOUSE**

### **SCHOOL UNIFORM & ACCESSORIES - JUNIOR, MIDDLE, UPPER SCHOOLS**

#### **COMPULSORY ITEMS**

	<b>SUPPLIER</b>
Grey trousers	Stevensons
Grey Oxford shirt - long sleeve	Stevensons
School grey jumper	Stevensons
School House tie	Stevensons
Grey/charcoal socks	Stevensons or other supplier
Black lace-up or Velcro shoes (no trainers or loafers)	Not specified
Black winter coat	Stevensons
Black summer waterproof jacket	Stevensons
School backpack - medium (Years 3-4)	Stevensons
School backpack - large (Years 5-8)	Stevensons

#### **OPTIONAL ITEMS**

Grey Oxford shirt – short sleeve	Stevensons
Grey shorts	Stevensons
School white baseball cap	Stevensons
Black fleece hat, black fleece gloves and black fleece scarf (no logos)	Stevensons or other supplier

#### **NOTES:**

- a) Please ensure all items are clearly labelled with your son's name.
- b) All items (including bags) must be purchased from the supplier specified.
- c) Alternatives are not permitted.

## DURSTON HOUSE

### PE & GAMES KIT - JUNIOR, MIDDLE, UPPER SCHOOLS

COMPULSORY ITEMS	AUTUMN TERM	SPRING TERM	SUMMER TERM	SUPPLIER
School tracksuit	√	√	√	Stevensons
School mid-layer	√	√		Stevensons
School green/black rugby shirt	√	√		Stevensons
School black shorts	√	√		Stevensons
School black games socks	√	√		Stevensons
Black trainers	√	√		Not specified
Football boots	√	√		Not specified
Gum shield	√	√		Not specified
Shin pads	√	√		Not specified
Games towel	√	√		Not specified
School white polo shirt			√	Stevensons
School white shorts			√	Stevensons
White socks			√	Stevensons or other supplier
White trainers			√	Not specified
School sports bag	√	√	√	Stevensons
Cricket trousers /batting gloves / box (Years 5-6 & Years 7-8 1 <sup>st</sup> /2 <sup>nd</sup> XI)			√	Stevensons or other supplier
<b>OPTIONAL ITEMS</b>				
School black base layer - top	√	√		Stevensons
School black base layer - for legs	√	√		Stevensons
Body armour for rugby	√	√		Not specified
Scrum cap	√	√		Not specified
Black gloves for rugby	√	√		Stevensons
Cricket pads (Years 6-8)			√	Not specified
Cricket helmet (Years 6-8)			√	Not specified
Cricket bat (Years 6-8)			√	Not specified
Cricket bag (Years 6-8)			√	VK Sports

#### NOTES:

- a) Please ensure all items are clearly labelled with your son's name.
- b) All items (including bags) must be purchased from the supplier specified.

- c) Alternatives are not permitted.
- d) Boys in Years 6-8 may bring their own cricket equipment to school. If they wish to use a cricket bag they must, in accordance with the School's policy on large bags, have the approved cricket bag from cricket specialists: VK Sports, 31 Bond Street, Ealing, W5 5AS - 020 8579 3389. The School recommends that boys be measured for their bats at VK Sports where the compulsory and optional items are also available.