



DURSTON HOUSE

UPPER SCHOOL GENERAL INFORMATION

COVID-19 Version
April 2021

2020-2021

Upper School (Years 7 – 8)

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.

Activities

Activities are offered on the VLE, for boys in Years 7 and 8. Pupils may choose to complete any of the Activities after school or at weekends. The Activities are prepared by the Head of Co-Curriculum. In addition to this, those boys who have secured the larger parts in the Year 8 Production will start their rehearsals; these will take place each Tuesday afternoon from 3.45 - 4.30 p.m.

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 Main School gate on Castlebar 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 1 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 live Assemblies.

Beginning and End of the Day

Boys in Year 7 arrive at School between 8.00 - 8.15 a.m. and enter through the main gate on Castlebar Road. **Boys in Year 8 enter at the same location, between 8.15 - 8.30 a.m.** Boys may not enter school early to use the Library or for any other reason, unless a Prefect is on duty.

On arrival, **boys wash hands** under supervision, before entering **West Corridor**, where all bags, coats, lunches and school books are kept. Having gathered their books, files and stationery for lessons, all boys make their way to the form rooms, where they meet their Form Teacher for Form Time, and where registration is taken. A boy is marked absent after 8.40 a.m. The first lesson begins at 8.45 a.m. If a boy is late for school, after 8.45 a.m., he must report to the School Office to be registered before sorting his things and going to class.

Lessons end at 3.45 p.m. for Year 7 and 4.00 p.m. for Year 8 on non-games days and at 4.30 p.m. on Games and Activities days. All boys leave **via the front of school** and exit through the iron gates in Castlebar Road. Boys **wash hands** and wait at the front of school, under supervision, until they are collected. Boys in After-School Care should make their way to Room 12 after collecting their things. A letter is sent to parents asking them to confirm details about drop-off and collection arrangements. The School Office should be informed of any change to these arrangements, even if only temporary. Parents are asked to pick up boys promptly and not to park illegally on or near crossings, in the bus stops in Eaton Rise and Castlebar Road, nor indeed across the driveways of local residents.

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 (VLE), 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 boys 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 7 go to Castlebar Break with Year 5 and boys in Year 8 go with Year 6. This is to minimise the number of boys in West Corridor and moving through the school.

Examinations and On-going Assessment

Examinations for Year 7 take place once a year, in the first half of the Summer Term. Results of these examinations are communicated in the second half of the Summer Term and are noted in the report at the end of the school year. Throughout the year, on-going assessments are 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.

In Year 8, mock examinations take place in November for those boys sitting examinations at schools belonging to the North London Consortium Group, such as Merchant Taylors' School, The John Lyon School and Mill Hill School. After the half-term break in the Spring Term, all other boys in Year 8 sit mock examinations for Scholarship and Common Entrance Examinations.

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 Deputy Head or the Director of Studies, 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 twice a week. In the Summer Term, the boys will be involved in **non-contact, Cricket, Tennis and Athletics games and drills**. Boys in Year 7 go to Castlebar for Games on Monday afternoons. Boys in Year 8 go to Castlebar for Games on Friday afternoons. On Wednesday afternoons, boys will go to either Swyncombe or Castlebar according to their chosen sport.

Games Pick Up

All boys, whether they are playing Games at Castlebar or Swyncombe, should be collected at 4.30 p.m., unless parents have chosen to collect boys directly from Swyncombe. If this is the case, it must be done by 4.00 p.m. The School Office should be informed of those boys who are to be collected from Swyncombe. Parents indicate, where appropriate, in the letter about drop-off and collection (see paragraph

Beginning and End of the Day). **Boys in Year 7 must be picked up from Castlebar at 4.30 p.m. on Monday and Wednesday afternoons, and boys in Year 8 on Friday afternoon.**

Half Colours and Full Colours

Sport plays a major role in the lives of the boys at Durston House, giving much enjoyment to all who take part, teaching them valuable life lessons in the process. The boys participate in a range of sports throughout the year, not only advancing their levels of performance and skill, but also their commitment, passion, reliability, teamwork and attitude. To acknowledge these qualities, Colours and Half Colours are awarded to boys who have displayed such traits during that particular term, or indeed during their journey through the school.

Half Colours usually go to boys who have performed well during Games lessons, have represented the school team and have shown progress through determined effort and application, but are yet to reach the outstanding level needed for Full Colours. Boys receiving Half Colours in Year 7 can go on to gain Full Colours in Year 8. In exceptional circumstances, boys in Year 6 can achieve Half Colours.

Full Colours are awarded to boys who have consistently applied themselves in a particular sport throughout their time at school. They will have achieved beyond normal expectations and represented the school at the highest level. Only boys in Year 7 and 8 can earn Full Colours.

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 Main School building. 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.

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 also open** for borrowing books and taking quizzes at the **beginning of the School day**, supervised by the School Librarian, but not at **Lunchtimes**.

Lunches

All boys bring packed lunches to school which should include a mid-morning snack. Throughout the school, nuts, or 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.

Off Games

A boy may be excused Games by the **Deputy Head**, who must have received a **letter** (hard copy of via email) from the boy's 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 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 3.45 p.m.

Movement Around the School Building

As boys move from lesson to lesson, or from the cloakroom to lessons, a **one-way system** is in operation to minimise boys crossing paths in the corridors. Boys are expected to follow this at all times. When this involves boys leaving the premises, boys are accompanied by a member of staff. Boys are encouraged to keep their

distance from others and avoid touching other pupils as they move around the building.

Office Opening Hours

The school offices are open from **7.45 a.m.** until **5.00 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 current Government guidelines.**

Once a year, in the Summer Term, Trips Week takes place. All boys from Years 7 – 8 attend a residential trip, inspired by the curriculum, spending four nights away from home. Team building activities and the beauty and geography of the countryside deepen a boy's natural curiosity. **These Trips will take place in 2021, should the road-map outlined by the Government permit.**

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. There is a Formal Parents Evening for Year 7 in the Spring Term. For Year 8 the Formal Parents Evening will take place after the respective mock examinations. Parents will have the opportunity to discuss their son'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 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. Boys in Years 7 and 8 have three preps on three nights and two preps on two nights. Each prep lasts up to 30 minutes and may, on occasion, slightly exceed 30 minutes. As well, at least 20 minutes of

personal reading, daily, is encouraged. There is project-based prep in Art, Music and CSc each half-term.

Prep is set by the teacher on the VLE and pupils are expected to log on to it 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 School Office **in the morning** (MainOffice@durstonhouse.org) with an explanation, 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 **Deputy Head** giving the dates and reasons for such absence. He 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. 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 for Year 7 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 gives details for parents about the nature of the problem. Serious offences will see a boy sent to the Deputy Head, who may issue an immediate Conduct Card. Any boy receiving a Conduct Card must attend Consequence Time at lunchtime. The Conduct Card is taken home and signed by a parent. It is returned by the boy the next morning, in

person, to the Deputy Head. 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 gives details for parents about the nature of the problem. Any boy receiving a Work Card must attend Consequence Time at lunchtime. 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 Director of Studies. Frequent Work Cards will incur a Work Referral session. This is held after school and parents will be informed beforehand.

School Bags

All boys in Upper School should use the school rucksack (large) and school sports bag, supplied by **Stevenson's** (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 him 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.

School Council

Boys in Years 5-8 have the opportunity to have their voice heard, representing their peers as members of the School Council. Within each form, boys can stand for election, at the beginning of the school year. Those who are successful attend weekly meetings where ideas are discussed and plans to develop school life are formulated. The School Council aims to enhance the Durston experience for the boys as well as help with fundraising initiatives.

Security

The security of boys at the school is paramount. The gates at Main School are shut and electronically locked during the school day. If parents wish to enter the grounds of Main School, they should push the buzzer on the outside of the gate and wait until the School Office has identified them and let them in. Once inside school property, it is essential that all visitors report directly to the School Office on the first floor, from where contact with staff, concerns or issues can be dealt with. 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 School Office in the first instance. It is vital that the 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.

Senior Choir

The Music Department runs the Senior Choir, comprising boys from Years 5-8. The Senior Choir prepares programmes of choral work to enhance the major, formal

occasions in the school year. Currently, **rehearsals for the Senior Choir are not being held. A small Chamber Choir for boys in Years 7 and 8 will resume on Thursday afternoons from 3.45 - 4.40 p.m.**

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 Upper School wear full school uniform, including their particular House tie, which is supplied by **Stevensons**. 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 held at Main School and is displayed at the end of term, at the front of school. Alternatively, parents may search the lost uniform bins themselves at any time, after contacting the 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 has a login to the site, where he can access set prep, catch-up or extension work, 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

Upper School comprises Years 7-8. 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. Boys have specialist teachers for all their subjects.

Year 8 Responsibilities

Twelve Year 8 pupils are chosen by the staff to be Prefects. These boys are given the responsibility to assist the staff in organising and caring for all pupils in the school. Four of the Prefects are also House Captains, with the added responsibility of being the senior pupil in their respective Houses.

The School Librarian and the Head of English nominate 2-3 boys as Librarians, who assist in the running of the Library and its use by other boys. Sports Captains for the respective sports of each term are named by the P.E. Department at the Final Assembly prior to taking up their leadership roles.

DURSTON HOUSE

SCHOOL UNIFORM & ACCESSORIES - JUNIOR, MIDDLE, UPPER SCHOOLS

COMPULSORY ITEMS

	SUPPLIER
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
Black swim trunks (Years 3-4)	√	√	√	Stevensons
Black swim hat (Years 3-4)	√	√	√	Stevensons
School black drawstring bag (Years 3-4)	√	√	√	Stevensons
Swim towel (Years 3-4)	√	√	√	Not specified
Cricket trousers /batting gloves / box (Years 5-6 & Years 7-8 1 st /2 nd XI)			√	Stevensons or other supplier
OPTIONAL ITEMS				
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.