



**DURSTON HOUSE**  
**PRE-PREP**  
**GENERAL INFORMATION**  
**2021-2022**

## **Pre-Prep (Middleton's)**

### **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 3.15-6.00 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 Pre-Prep Office must be notified on the day. Boys are collected any time until 6.00pm from the front garden 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.

### **Assembly**

Assembly occurs on Monday morning 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 Assembly; at other times different sections of the school will attend discrete Assemblies.

### **Beginning and End of the Day**

**Boys in Year 1 arrive at School between 8.00 - 8.15 a.m.** and enter through the Playground gate in Blakesley Avenue. **Boys in Reception and Year 2 enter at the same location, between 8.15 - 8.30 a.m.** Reception and Year 2 siblings with a brother in Year 1 being dropped off between 8 and 8.15 may also enter the building at this time, where they will be supervised by a member of staff before going to their form room at 8.15. On arrival, boys wash hands under supervision, before entering via the Playground door.

All bags, coats and lunches are stored in the classrooms. 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. If a boy arrives after 8.30 a.m., he must report to the Pre-Prep Office to be registered before going to class.

Lessons end at 3.15 p.m. for Reception boys, except on Wednesdays. On Wednesdays, Reception boys can be collected at 11.55 a.m. (before lunch), 1.00 p.m. (after lunch) or 3.15 p.m. Those that stay for the afternoon are supervised by Teaching Assistants.

The day ends at 3.30 p.m. for Year 1 and 3.45 p.m. for Year 2. At the end of each day, boys will **wash hands** in the classrooms before being escorted out into the Playground by their Form Teachers take to await collection. All boys leave **via**

**the Playground gates.** If a boy is not collected after 10 minutes he goes to After-School Care. 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 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 following Durston House on Social Media, including Facebook, Instagram and Twitter.

### **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**

Pupils are taken off site for daily breaks at Castlebar Fields. Year Groups are staggered when leaving, to ensure a clear gap is kept between them. Pupils in Reception also have breaks in the playground. Boys are supervised by staff members.

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

Examinations in Year 2 in English and Mathematics take place once a year in Pre-Prep, in the second half of the Summer Term. Throughout the year, on-going assessment in Years R-2 is carried out to aid teaching and learning. This is arranged subject by subject. Pupil progress in the core skills is tracked using assessments at key points in the year.

### **Enrichment**

An Enrichment Programme is offered to all boys in Years 1 and 2 from 2.30 p.m. to 3.15 p.m. The Programme aims to develop skills and knowledge that is not necessarily covered by the academic curriculum.

### **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 Pre-Prep, 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 and the School Concert in the Spring Term (both for Years 3-8 only), 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 and PE**

Boys in Reception have a Games lesson each week. Boys in Years 1 and 2 have a PE lesson and a Games lesson each week. Boys go to Castlebar for Games. Pre-Prep boys wear their Games Kit to school on these days.

### **Golden Time**

Pupils who have behaved and worked well all week are rewarded with Golden Time on Fridays. Golden Time is a period of 30 minutes where special activities occur or games are played, either in the classroom or in the outside play area. The Form Rooms are staffed by the Form Teachers and the Teaching Assistants. Boys will use toys and equipment that has been assigned to their class; and they may bring in a small pocket-sized toy from home to play with.

## **Houses**

On entering Pre-Prep each boy is assigned to one of the four Houses – Arundel, Conway, Warwick or 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. Each boy will stay in his House 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 in the classroom. Hand Sanitizer is available around the building.

## **Instrumental Music Lessons**

Boys in Years 1 and 2 are able to learn a musical instrument, if a place is available. They are taught by visiting music teachers (VMTs), who enter into a contract directly with parents. Lessons take place in school during school hours. A weekly timetable of lessons taught in school is prepared by the Head of Music. 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 Pre-Prep Library, during their designated Library Lesson under the supervision of their Form Teacher. All borrowed books must be returned the following week.

## **Lunches**

Boys’ lunches are either packed lunches prepared by parents, or hot meals delivered to school by Frank’s Express. Parents opting for lunches prepared and delivered by Frank’s Express must provide a mid-morning snack, cutlery and a drink. Parents are sent information about menu choices before each term.

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, chocolates and cans or bottles of fizzy drinks. For drinking, juice or water is allowed. 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. Boys are encouraged to try to eat all of their lunch and anything remaining is left in the lunchbox so the parent may adjust quantities accordingly. Lunchtime is 11.55 a.m. to 12.55 p.m. and the boys eat their food in the classroom. During this hour, a Lunchtime Supervisor for each class supervises them.

### **Message Books**

In Year 1 and 2, a daily Message Book is sent home. It is used for communication with your son's teacher. Please check it for messages each evening and date and sign messages when they have been read. Form Teachers in Reception will communicate electronically with parents via the parent portal, rather than via a Message Book.

### **Movement Around the School Building**

A **one-way system** is in operation to minimise boys crossing paths in the corridors. Boys are expected to follow this. 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.

### **Off Games**

A boy may be excused Games by the **Head of Pre-Prep**, who must have received a **letter** (hard copy or 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 attends the session under supervision, where he can read books or spectate.

### **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**

Throughout the year, boys in Pre-Prep are taken on Outings. These have included museums, galleries, theatres, castles, farms, woodlands, zoo, ancient ruins, as well as places of religious significance. Places seen and information gathered can be integrated into lessons on return to the classroom.

### **Parents Evenings**

In the Autumn Term there is an Informal Parents Evening for each year group when there is an opportunity to meet the Form Teacher and other parents. Reception parents have Formal Parents Evenings with their son's Form Teacher

in both the Autumn and Spring Terms. Year 1 and 2 parents have Formal Parents Evenings in the Spring Term. Parents will have the opportunity to discuss their son's progress with his Form Teacher. Separate appointments can be made with the teachers or the Head of Pre-Prep at other times if any concerns arise. Parents of boys who receive Learning Support will have extra meetings with the Learning Support Teacher and Form Teacher.

### **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**

In addition to specific prep, all boys are expected to read for at least 15 minutes each evening. The younger boys should read out loud to an adult on a regular basis. Prep is usually set weekly on the VLE. Boys will be informed of a VLE prep.

Prep Allocations:

Reception

Phonics, tricky words and mathematics (10 minutes daily in total)

Daily reading (from the start of the Spring Term)

Other practical tasks may be set occasionally

Year 1

English prep 20 minutes - one set of spellings per week

Mathematics prep 20 minutes per week

Handwriting practice may occasionally be set over the weekend and holidays.

Year 2

English prep 30 minutes per week – spellings and grammar each week

Mathematics prep 30 minutes per week

Handwriting practice may occasionally be set over the weekend and holidays.

### **Prep - Curriculum Extension Options**

Other Prep activities will be set on the VLE throughout the term, in a variety of curricular areas. These will be set by the Pre-Prep Subject Co-ordinators, and are optional, although boys will be encouraged by their Form Teacher to participate.

### **Pupil Absence**

If a pupil has an **unplanned absence** owing to illness or some unforeseen circumstance, parents telephone or email the Pre-Prep Office with an explanation

([PrPOffice@durstonhouse.org](mailto:PrPOffice@durstonhouse.org)), on the first day of absence and make a subsequent telephone call 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 Pre-Prep**, giving the dates and reasons for such absence. She 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.

### **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.

### **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". A Golden Sticker, worth 5 Plus Points, may be awarded by the Head of Pre-Prep for behaviour or work that is considered to be outstanding. Plus Point totals are recorded on a wall chart in the Form Room each week and count towards the House Competition.

Minor misdemeanours are dealt with by the teacher or Form Teacher. Work that is not done, or done badly, is also dealt with by the Form Teacher. If a boy continues to misbehave or produce poor work, he may lose golden time, be sent to the Head of Pre-Prep or given a behaviour chart, in consultation with parents.

### **School Bags**

Boys in Pre-Prep should use the **backpack**, as listed in the Uniform List.

### **School Calendar**

A calendar of events is published on the school website, on a termly basis. It is a comprehensive list of events and fixtures for the term, which parents are asked to refer to.

### **Security**

The security of boys at the school is paramount. The gate at Pre-Prep (Middleton's) is shut and locked during the school day. If parents wish to enter the grounds of Middleton's, they should push the buzzer on the outside of the gate and wait until the Pre-Prep Office has identified them and either come to



meet them at the door, or let them in. Once inside school property, it is essential that all visitors report directly to the Pre-Prep Office on the first floor, from where contact with staff, concerns or issues can be dealt with. 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 Pre-Prep Office in the first instance.

It is vital that the Pre-Prep 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.

At the beginning of term it is useful to introduce your son's teacher to the person who will be collecting him at the end of each day; he will not be allowed to go with anyone else without prior arrangement.

There may be times when you wish your son to go home with another family. On these occasions, please let the Pre-Prep Office, or his Form Teacher know by email, message or telephone call, as he will not be released to another adult without parental permission.

### **Star of the Week**

At the end of the week, on Friday afternoon, each Form Teacher nominates a Star of the Week. This is a pupil who has performed very well throughout the week, in terms of behaviour and/or work. He holds this award throughout the following week, receiving special privileges and his name displayed on the Congratulations Board in the car park.

### **Term Dates**

Term Dates are published well in advance. A copy of the dates are sent to all parents, and can also be found on the school website. Parents are asked to respect the holiday dates and to avoid absence during 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 Pre-Prep 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 held in the lost property box which will be available to search on specific days.

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. Any persistent failure of boys to have the correct school or PE/Games uniform is noted and parents will be contacted by the Head of Pre-Prep.

### **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 and parents are encouraged to check the VLE regularly.

### **Water Bottles/ Fountains**

Boys are encouraged to bring a water bottle to school each day. This should only contain water, not squash or juice.

### **Year Groups and Forms**

Pre-Prep comprises Reception, Year 1 and Year 2 and is situated at 26 Castlebar Road (Middleton's). Each year has 3 forms, 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. Reception forms have a full-time Teaching Assistant in each class and Years 1 and 2 share three full-time Teaching Assistants between them. The Form Teacher takes the boys for the majority of their lessons. Most of these occur in the form room. In Reception, boys have specialist teachers for Games and Music. In Years 1 and 2 boys have specialist teachers for Games, PE, Music and RS.

## DURSTON HOUSE

### SCHOOL UNIFORM - PRE-PREP

#### COMPULSORY ITEMS

	SUPPLIER
Grey trousers	Stevensons
Grey Oxford shirt - long sleeve	Stevensons
Grey school 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 - small	Stevensons

#### OPTIONAL ITEMS

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

#### PE & GAMES KIT

##### COMPULSORY ITEMS

	AUTUMN TERM	SPRING TERM	SUMMER TERM	SUPPLIER
School tracksuit	√	√	√	Stevensons
School green/black rugby shirt	√	√		Stevensons
School black shorts	√	√		Stevensons
School black games socks	√	√		Stevensons
Black trainers	√	√		Not specified
School white polo shirt			√	Stevensons
School white shorts			√	Stevensons
White socks			√	Stevensons or other supplier
White trainers			√	Not specified
School black drawstring bag (Years 1 & 2)	√	√		Stevensons

##### OPTIONAL ITEMS

School black base layer - top	√	√		Stevensons
School black base layer - for legs	√	√		Stevensons

##### 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.