



DURSTON HOUSE

JUNIOR SCHOOL GENERAL INFORMATION

2021-2022

Junior School (Years 3 - 4)

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.

Assembly

Assembly occurs on Monday during Lesson 1 in Haven Green Hall. All Forms and staff attend. It is conducted by a member of SMT. At times, the school assembles as one; at other times different parts of the school gather together. In keeping with the non-denominational Christian tradition of the school, assembly usually begins with a hymn and some form of prayer. Pupils of other faiths are expected to take a full part, as stated in the Educational Contract agreed between parents and the school.

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, where all bags and coats are kept. Lunch boxes are placed in trolleys and books, Pupil Diaries and stationary are taken to the library where boys read, borrow and take quizzes until Form Time.

Form time begins at 8.15 a.m. for Year 3 and 8.30 a.m. for Year 4, 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 Junior School Office to be registered before sorting his things and going to class.

Lessons end at 4.00 p.m. non-games days and at **4.30 p.m.** on Games Days. **All boys leave via the Junior School Garden.**

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.

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, 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 4.00 p.m. 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 Junior School.

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. Increasingly, through Years 3-4, there are opportunities for many boys to represent the school in matches. All boys go to Swyncombe Playing Field on Monday afternoon unless they are playing in an away fixture against another school. All boys need to come in to school in their games kit and stay in it all day. They must bring in their equipment in their Games Bag.

Games Pick Up

Boys in **Junior School will be collected at 4.30 p.m.** from the **Junior School Garden Gate on Longfield Walk**. Parents are unable to collect their sons directly from Swyncombe unless they have been watching them play in a home fixture. Boys may be collected from the location of an away fixture if parents have been watching.

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 which comprise boys from Reception to Year 8 and are led by a Year 8 pupil. 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 located outside the Junior School. Hand Sanitizer is available around the building.

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.

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. Rehearsals will take place at the beginning of the school year. Junior Choir will take place on Tuesday afternoons in an Enrichment session and Thursday Morning at 8.00 a.m.

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. The **Library is also open** for borrowing books and taking quizzes at the **beginning of the School day** and two lunch times a week. One boy from each class (changing termly) will be the designated Librarian, to help supervise and support in the library.

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, 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.

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.

Off Games

A boy may be excused Games by the **Head of Junior School**, having received a **letter** (hard copy or 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.

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.

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. Formal Parents Evenings take place remotely, via video conferencing.

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

Maths and English preps will be formal weekly tasks, each lasting 20-30 minutes and set by the subject teacher. These are designed to prepare boys for future lessons, or as an extension of what has been learned in the lesson.

Formal Prep is set by the teacher on the VLE and pupils are expected to log on to it, daily, to check prep requirements. Once Prep is completed, it should be 'marked as done' on the VLE and returned to the teacher the next day, or on the date set.

Reading, monitored through the Accelerated Reader Programme, is expected on a daily basis. Boys should read for 30 minutes a day, and record this in the Pupil Diary.

Prep - Curriculum Extension Options

A matrix of Curriculum Extension Options is available on the VLE for boys to complete. These focus on application of skills as well as creative and critical thinking. Through research, exploration and imagination boys have the opportunity to develop these skills. Stretching and challenging tasks cater for those who enjoy extending their learning.

Each half term, there are **20 tasks** available for the boys via the VLE. There will be two general activities set by the Head of Junior School, as well as two in each of the following subjects:

Art	Music
Computer Science	PE
French	PSHME
Humanities	TPR (RS)
	Science

Boys are expected to **complete at least 10** per half term.

Each boy is given an exercise book in which to record his work. Form Teachers are responsible for monitoring what is done, and the standard to which it is completed. This might be through book checks, boys presenting to the class, a weekly feedback session or individual conversations. Subject teachers may also ask to see work or for boys to give feedback on tasks completed. If boys do particularly well, Plus Points are awarded, and the Head of Junior School or Head of Complementary Curriculum informed. If a boy does not complete a sufficient number of tasks, parents are informed via a note in the Pupil Diary. This is monitored by the Head of Complementary Curriculum and Head of Junior School.

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 **Stevenson's** (see Uniform tab on the school website for details).

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 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.

Boys are required to come to school wearing their **PE/Games kit** on days that they have **PE** or **Games**.

Boys must bring their Games bags and a water bottle on days 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.

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 14 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

Grey trousers

SUPPLIER

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 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.