DURSTON HOUSE

2022/2023 Pre-Prep New Joiners' Information Pack

Welcome

Dear Parents,

Thank you for choosing Durston House School for your child(ren). Together, we have a wonderful opportunity to make sure they receive the best possible education, develop their individual talents and strengths and encourage positive attitudes to learning - important for both now and in the future.

Like you, we want your child to be happy here, settle quickly and achieve all they are capable of. To support this, we have produced this New Joiners' Information Pack which provides details about Durston House life, organisation and general practices. We hope you find this information helpful. Further details can be found on our website, including important policies and procedures, current inspection reports and regularly updated information durstonhouse.org

If you have any queries, I would be very happy to hear from you, so please do not hesitate to contact me.

With best wishes

Ms Dawn Finlayson

Head of Pre-Prep

prpoffice@durstonhouse.org

020 8991 6450

Term Dates 2022/2023

Autumn Term 2022	
Staff Study Day	Thursday 8 September *(boys not in school)*
Staff Study Day	Friday 9 September *(boys not in school)*
Autumn Term Begins	Monday 12 September
Staff Study Day	Friday 21 October *(boys not in school)*
Half Term	Monday 24 October - Sunday 6 November
Term Ends	Thursday 15 December

Spring Term 2023	
Staff Study Day	Monday 9 January *(boys not in school)*
Spring Term Begins	Tuesday 10 January
Half Term	Monday 13 February - Sunday 19 February
Term Ends	Thursday 30 March
Staff Study Day	Friday 31 March *(boys not in school)*

Summer Term 2023	
Staff Study Day	Monday 24 April *(boys not in school)*
Spring Term Begins	Tuesday 25 April
Bank Holiday	Monday 1 May
Half Term	Monday 29 May - Sunday 4 June
Term Ends	Thursday 13 July

Autumn Term 2023	
Staff Study Day	Thursday 7 September *(pupils not in school)*
Staff Study Day	Friday 8 September *(pupils not in school)*
Autumn Term Begins	Monday 11 September
Half Term	Monday 23 October - Sunday 5 November
Term Ends	Thursday 14 December

Staff List

GOVERNORS	
Mr S A Armstrong	Marketing & former Durston House parent
Ms A Collier LLB (Hons)	Solicitor, Business Consultant & former Durston House parent
Dr T Girn	Chartered Accountant & former Durston House parent
Mrs S Girn	Solicitor & former Durston House parent
Mr D G Henshall – Co-Chairman	Solicitor & former Durston House parent
Ms J Honigsberger	Retired Data Analytics Consultant & former Durston House parent
Mr K Mahoney BSc MRICS – Co-Chairman	Chartered Surveyor
Mrs S-A Huang	High Master, St Paul's School
Dr R Maloney	Headmaster, Uppingham School
Mr B Purkiss	Headmaster, Caterham Preparatory School

SENIOR MANAGEMENT TEAM	
Headmaster	Mr G Entwisle BA (Hons) (Loughborough) PGCE (Bristol)
Bursar	Mrs J Twyford
Deputy Head	Ms L Vallely BEd (Hons) Glasgow QTS
Head of Complementary Curriculum	Mr D Stock BSc (Hons) (St Mary's) PGCE
Director of Studies	Mrs C Saigau BA MA (Galati) MTeach (IOE London) QTS
Head of Studies Administration	Miss J Chisholm BEd (Canada) QTS
Head of Pre-Prep	Ms D Finlayson BSc (Hons) (Middx) PGCE
Head of Junior School	Miss P Orr BEd (Australian Catholic University)

HEADS OF DEPARTMENT	
Miss C Barnes BA (Hons) (London) MA (London) PGCE	Head of English
Mr R Bester Higher HiDipED (Durban)	Head of Geography
Mr M Datoo BSc (Hons) (Hertfordshire) MSc (Leicester) PGCE	Head of Science
Mr S Glassington BSc (Hons) (Southampton) QTS	Head of PE / Games
Mrs A Gorard BA (Liverpool) PCGE	Head of Learning Support / SENCO
Mrs A Hryschuk BEd (Canada)	Head of Art
Mrs E Jones BSc (Hons) (Cardiff) PGCE	Head of French
Mr P Nielsen BA (Hons) (Lyon) MA (Lyon) PGCE	Head of IT and Computer Science
Mrs K Palamarchuk MA (Krakow) PGCE	Head of Music
Mr D Rajah BA HDEd (Natal) QTS	Head of Mathematics
Mrs C Saigau BA MA (Galati) MTeach (IOE London) QTS	Head of Latin
Mrs A Stiglingh MA (Joint Hons) (Edinburgh) QTS	Head of Reception
Mrs E Williams PDT AdvCertEd (Cape Town)	Head of PSHME
Mr L Williams BA (Rhodes) BA (Hons) (W. Cape) DipTch	Head of TPR

TEACHING STAFF	
Mrs D Adhami BEd (Hons) (West Midlands College)	Pre-Prep
Mr E U Bassey BA (Hons) (Nsukka) MA (Lagos) DipMusEd	Music
Miss C Barr BSc (Ireland) PGCE	Pre-Prep / Junior School
Miss J Beaumont BA (Otago) QTS	Pre-Prep (Reception)
Mr A Bendas BA (Romania) QTS	PE / Games
Miss R Buchanan BA (Double Major) (Aukland) GradDipEd	Pre-Prep
Mr W Coetzer BA (Hons) (Johannesburg) PGCE	Junior School
Miss S Easton BA (Hons) (London)	Junior School
Mr H Eghvay BSc (Hons) (Westminster) PGCE	Science
Mr J Foxall BA (Hons) (Cardiff) MA (London) PGCE	French
Miss A Ingram BA (Otago) GradDipEd	Pre-Prep
Mr R Koya BSc (Bath) PGCE	PE / Games
Mr C Mulhall BA (York) PGCE	English Junior School
Mrs T Outten LLB (Hons) (Reading) PGCE	Junior School
Mrs H Sharp BA (Hons) Oxford Brookes University PGCE	Pre-Prep
Mrs E Smith BA MontDip (Toronto) DipRSA (SpLD) AMBDA	Learning Support
Mr C Strinati BSC (Hons) (London) PGCE	Junior School
Miss H Sweeney BA (Griffith) GradDipEd	Pre-Prep
Mr K Trott BA (London)	Pre-Prep / Junior School
Mrs J Woolley BA (Hons) (Oxon)	Junior School

ADMINISTRATION STAFF	
Miss G Budasz	School Secretary
Mrs A Burrell	Junior School Secretary
Mrs E Elmer	Bursar's Assistant - Finance
Mrs C Ferns	Headmaster's Secretary / Registrar
Mr P Khaunekar	IT Technician
Mrs A Priya	HR Manager
Mrs P McLelland	Administrative Assistant
Mrs L Swaby	Pre-Prep Secretary
Mr H Ross MEng CEng MIET	Head of Communications
Miss R Togher BA (Hons) (Southampton)	Marketing Manager
Mrs J Twyford	Bursar

ASSISTANTS	
Ms K Augustine	Pre-Prep Teaching Assistant
Miss C Dawson	Pre-Prep Teaching Assistant
Ms A De Jong	School Assistant (Middle & Upper School)
Ms J Ellis	Pre-Prep Teaching Assistant
Ms A Garvey	Learning Support Assistant
Mrs A Latawiec	Pre-Prep Teaching Assistant
Mrs L McElroy	Pre-Prep Teaching Assistant
Mrs A Rickwood	Pre-Prep Teaching Assistant
Ms S Smith	School Assistant (Sport)
Miss K Swanson	School Assistant (Junior)

SUPPORT STAFF	
Mr D Butler IOSH	Facilities & Premises Manager
Mr M Liciu	Facilities Supervisor
Mr B Sula	Facilities Assistant
Mrs B Sandhu	Hospitality Officer

AFTER SCHOOL CARE	
Mrs N Brusnahan	After-School Care Supervisor (Pre-Prep)
Mrs N El-Defrawy	After-School Care Supervisor (Middle & Upper School)
Ms A Grimshaw	After-School Care Supervisor (Pre-Prep)
Mrs A Latawiec	After-School Care Supervisor (Junior School)
Mrs M Lloyd	After-School Care Supervisor (Pre-Prep)

LUNCHTIME SUPERVISORS	
Mrs M Aherne	Lunchtime Supervisor
Mrs M Bellamy	Lunchtime Supervisor / Domestic Assistant
Mrs N Brusnahan	Lunchtime Supervisor
Mrs J Dowling	Lunchtime Supervisor
Mrs N El-Defrawy	Lunchtime Supervisor
Mrs M Lloyd	Lunchtime Supervisor
Mrs K Pomeroy	Lunchtime Supervisor
Mrs A Rohan	Lunchtime Supervisor
Mrs A Sarnecka	Lunchtime Supervisor
Mrs A Swiekatowska	Lunchtime Supervisor / Domestic Assistant
Mrs A Walerys	Lunchtime Supervisor
Ms K Wojton	Lunchtime Supervisor

VISITING MUSIC TEACHERS (VMTs)	
Mr M Allen BMus (Hons) MMus (LCM)	Drums
Mr M Blake CertEd (CNAA) LRAM	Trumpet, Trombone, French Horn, Tuba
Mr T Crehan MMus (Perf) BMus (Hons) (RNCM)	Violin
Mr C Goodman BMus (Hons) (RCM)	Clarinet, Alto Saxophone
Miss M Ireland BMus (Hons)	Oboe
Mrs Y Shon MMus BMus (Seoul)	Piano
Mr F Spence BMus (Hons) (RCM)	Cello
Mr G Ubeda Perf Dip (TCL)	Guitar
Mr S Zakarian BMus MMus (RAM) LRAM	Piano

CLEANERS	
Ms H Alexis	Middle & Upper School
Mrs G Berbec	Pre-Prep / Swyncombe / Pavilion
Mrs J Jurczak	Middle & Upper School
Mrs A Laskowska	Middle & Upper School
Mrs M Sharp	Pre-Prep
Mrs A Swiekatowska	Middle & Upper School
Mrs A Walerys	Junior School / Castlebar Pavilion

School Fees for the Academic Year 2022/2023

14 April 2022

Dear Parents

Fees 2022 - 23

Over the last few months we have very carefully reviewed the school fees for the coming academic year (starting September 2022). Durston House is a registered charity and its financial model leaves very little room for manoeuvre. We have to identify an appropriate and fair way forward, balancing the needs of the pupils, parents and staff as well as ensuring a sustainable future for the school.

Our overriding goal is to ensure that Durston House continues to be a vibrant, stimulating and forward-looking school with outstanding teaching. All of this comes at a cost that ultimately has to be reflected in the school fees. Existing parents will be aware that Durston has taken a very conservative approach to fees over the last two years in recognition of the financial challenges facing parents.

Durston House has cut unnecessary expenditure wherever possible and has absorbed many unforeseen costs, most notably those associated with providing a Covid safe environment. We continue to rigorously challenge all our costs.

We recognise that family budget challenges referred to earlier have not gone away and we have again taken that into account. For the third year in a row, we will be as conservative as we can be in these challenging times.

The tuition fees with effect from September 2022 will be:

- Pre-Prep (Reception, Years 1 and 2) £4,740 per term
- Junior School (Years 3 and 4) £5,455 per term
- Middle and Upper School (Years 5 to 8) £5,720 per term

Thank you for your continued support and we look forward to welcoming your son(s) to Durston House.

Yours sincerely

David Henshall
Co-Chairman

Kevin Mahoney
Co-Chairman

Ealing Broadway SNT
Ealing Police Station
67-69 Uxbridge Road
Ealing W5 5SJ

020 8649 3573

Dear Parent/Guardian,

Road Safety Initiative

It is only a matter of time before a child is seriously injured outside of the school due to drivers stopping in contravention of road traffic regulations during drop off and pick up times.

In the circumstances, I would like to inform you that Ealing Broadway Safer Neighbourhood Team will be carrying out patrols with the assistance of the local authority civil enforcement officers outside the school, to improve road safety and adherence to the road traffic regulations.

I would like to take this opportunity to remind you of the offences and penalties for these and to ask for your cooperation.

- Stopping within the zebra controlled area (white zig zags) is an endorsable offence. A fixed penalty notice attracts 3 penalty points and a charge of £100. The vehicle can also be towed away at the driver's expense.
- Stopping within the prohibited area outside the school (yellow zig zags) at the proscribed time attracts a penalty of £50.
- Causing an unnecessary obstruction of the highway (including obstructing driveways) attracts a penalty of £50. Please note that if the obstruction is deemed dangerous this offence is endorsable and thus attracts 3 penalty points and a charge of £100. The vehicle can also be towed away at the driver's expense. If an accident occurs the driver can also face being charged by the Police for Dangerous Driving.
- Parking on a single yellow line during the prescribed times attracts a penalty of £110, which can be reduced to £55 if paid within 14 days from the date of issue. This is enforced by the local authority civil enforcement officers. Also the local authority has powers in relation to parking contraventions. As a result, they are able to issue parking charge notices for the aforesmentioned offences for the sum of £110 which can be reduced to £55 if paid within 14 days from date of issue.

If you are a driver you can assist us in improving road safety in the vicinity of the school by: -

- Only driving children to school if absolutely necessary
- Parking safely away from the school main entrances
- Not stopping on white or yellow zig zag lines
- Not parking on single yellow lines
- Not parking across driveways
- Arrange a meeting point to collect your children away from the school
- Allowing more time to drop off/pick up your children

If you have any questions about this please feel free to contact me or any member of my team.

Yours sincerely,

Ealing Broadway Safer Neighbourhood Team

METROPOLITAN POLICE

NEW SCOTLAND YARD

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Welcome to the DHPA
Durston House Parents Association

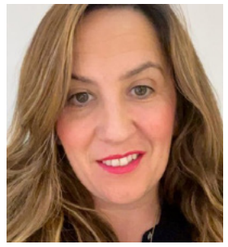
Every Durston House parent is automatically a member of the DHPA.

Purpose

The DHPA aims to enhance the educational experience of pupils at school by:

- Creating a stronger community organising events such as the Quiz Night, the Ball, Used Uniform Sales, Bake Sales and nurturing communication between the staff, parents, pupils, governors via class representatives and the DHPA committee.
- Supporting the school with for example parents working in STEM volunteering to speak and inspire the boys during STEM week.
- Raising funds for charities selected by the school community such as Ealing Food Bank.

The Committee

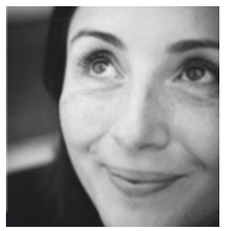


Hollie Wright
Co-Chair
Y1, Y4 & Y6 Mum

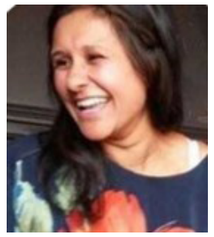
Sharleen Hoyte
Co-Vice-Chair
Y1 Mum

Jayne Brassington
Co-Treasurer
Y6 Mum

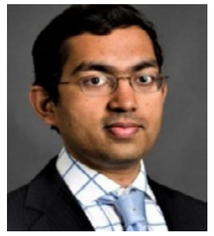
Tapti Kher
Co-Secretary
Y1 & Y4 Mum



Helene Eberhardt
Co-Chair
Y6 Mum



Arti Lukha
Co-Vice-Chair
Y5 Mum



Hari Balkrishna
Co- Treasurer
Y6 Dad

Chandrika Jena
Co-Secretary
Y1 & Y5 Mum

Contact Us

thedhpa@gmail.com or come and speak to us at pick up or drop off!

Coming Up

Pencil these dates in your diary!

More information to follow via School emails...

Used uniform sale	10-Sep-22
Ealing Mini Mile	24-Sep-22
Bake sale or equivalent	14-Oct-22
Durston Ball	26-Nov-22
Bake sale or equivalent - Christmas	02-Dec-22
Pantomine	10-Dec-22
Pre-prep Christmas party	15-Dec-22
Bake sale or equivalent - Valentine/Pancake Day	03-Feb-23
Bake sale or equivalent - Easter	10-Mar-23
Used uniform sale	25-Mar-23
Used book sale	12-May-23
Bake sale or equivalent	16-Jun-23
Funday	01-Jul-23

Your Contribution

The DHPA cannot exist without your contribution. Whether you wish to become a class representative, help organise one of the above events or just serve teas and coffees once during the year to prospective parents we would love to welcome you on board, to do so, please email thedhpa@gmail.com.

- **Class rep role (2 per class)**
  - Organise two or more get togethers (start of term parents drinks and end of term party in the park with children)
  - Create a class WhatsApp group
  - Be the point of contact for your class, the DHPA committee and the school
- **Event organiser or volunteer**

Check out the above list and let us know which one(s) inspire you the most!

- **Ad-hoc volunteer**

You will only be added to a WhatsApp group where we post ad-hoc little opportunities for you to let us know as and when you can contribute.

2022/2023 Pre-Prep General Information

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 Pre-Prep arrive at School between 8.15 – 8.30 a.m. and enter through the Playground gate in Blakesley Avenue. On arrival, boys wash hands under supervision, before entering via the Playground door. There is an Early Birds Club from 8.00 a.m. – 8.15 a.m. Early Birds must be booked in advance. Admission to Early Birds is through the front door of Pre-Prep.

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 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 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 and the Parent Portal. 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 visiting our website for the latest news durstonhouse.org/news-views/ following Durston House on Social Media, including Facebook, Instagram and Twitter **@durstonhouse**

Curriculum Information
Parents can access the curriculum information on the school's Virtual Learning Environment (VLE). 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. 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
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.

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. The format of Parents Evening is currently under review.

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. Boys should read aloud 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), before 9.30 a.m. 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. Reporting to parents is currently under review.

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. In the Spring Term, Durston recognises Children's Mental Health Week. 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 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 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.

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 a maximum of 3 forms, with approximately 16 boys in each form. 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 TPR.

Contact Us

Pre-Prep School Office
E: prpoffice@durstonhouse.org
T: 020 8991 6450

After School Care: 07713 321 794

School Uniform

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 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

PE & GAMES KIT				
COMPULSORY ITEMS	**AUTUMN TERM**	**SPRING TERM**	**SUMMER TERM**	**SUPPLIER**
School Tracksuit	✓	✓	✓	Stevensons
School Green/Black Rug-by Shirt	✓	✓		Stevensons
School Black Shorts	✓	✓		Stevensons
School Black Games Socks	✓	✓		Stevensons
Black Velcro Trainers	✓	✓		Not specified
School White Polo Shirt			✓	Stevensons
School White Shorts			✓	Stevensons
White Socks			✓	Stevensons or Other Supplier
White Velcro Trainers			✓	Not specified
School Back Drawstring Bags (Year 1 & Year 2)	✓	✓		Stevensons
OPTIONAL ITEMS				
School Black Base Layer - Top	✓	✓		Stevensons
School Black Base Layer - Leggings	✓	✓		Stevensons
Black Fleece Hat, black fleece gloves or mittens 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
Where else?

Durston House Pre-Prep
26 Castlebar Road
Ealing
W5 2DT

020 8991 6450
prpoffice@durstonhouse.org

@durstonhouse