DURSTON HOUSE

2022/2023 Upper School 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

Mr Giles Entwisle

Headmaster

mainoffice@durstonhouse.org

020 8991 6530

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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Instrumental & Singing Tuition

June 2022

Dear Parents

We are always keen to encourage boys to have individual instrumental or singing tuition at Durston House and we currently have over 150 boys making use of this opportunity.

Tuition is offered on the following instruments:

Instrument	Years
Cello	Years 1 - 8
Guitar	Years 1 - 8
Piano	Years 1 - 8
Recorder	Years 1 - 8
Violin	Years 1 - 8
Flute	Years 3 - 8
Clarinet	Years 3 - 8
Alto Saxophone	Years 5 - 8
Oboe	Years 3 - 8
Singing	Years 3 - 8
Cornet	Years 3 - 8
Trumpet	Years 3 - 8
French Horn	Years 3 - 8
Trombone	Years 3 - 8
Drums	Years 3 - 8
Music Theory	Years 3 - 8

Lessons are taught by Visiting Music Teachers (VMTs). Although the VMTs are not employed by the school, Durston House does recruit them and carries out the appropriate employment checks. If the VMT is not able to accommodate the demand for a particular instrument then your son's name will be placed on a waiting list and you will be contacted when a vacancy arises. From September 2022 lessons are charged at £27.00 per half hour and are invoiced directly to parents by the VMTs at the beginning of each term.

At present, we have some vacancies for boys wishing to learn an instrument/singing. Should you wish your son to have tuition, and would like further information please click **HERE** to submit your choice and information. Should the VMT have a vacancy and is able to accommodate your son, they will contact you in due course to discuss the terms and conditions of tuition and organise the start of lessons.

Yours sincerely

K. Palamarchuk

Krystyna Palamarchuk
Head of Music

Equipment - Junior, Middle & Upper School

STATIONARY ITEMS	JUNIOR SCHOOL	MIDDLE SCHOOL	UPPER SCHOOL
2 pencils	✓	✓	✓
Metal Pencil Sharpener	✓	✓	✓
Eraser	✓	✓	✓
Fountain Pen (Lamy, Pelikan or Parker) with medium nib	Y4	✓	✓
Spare cartridges of blue ink	Y4	✓	✓
Ruler, minimum length 20cm	✓	✓	✓
Scissors	✓	✓	✓
Glue Stick	✓	✓	✓
1 set of coloured pencils	✓	✓	✓
2 highlighters	✓	✓	✓
2 pens (red and green)		✓	✓
Calculator CASIO fx series		Y6	✓
Protractor	✓	Y6	✓
1 pair of compasses		Y6	✓
OTHER ITEMS			
Pupil Diary	✓	✓	✓
Exercise book(s)	✓	✓	✓
Folder or file (if issued)	✓	✓	✓
Textbook (if issued)	✓	✓	✓
1 clipboard with a pencil attached (kept in desk / locker)	✓	✓	✓

NOTES:
a) The stationery items should be stored in one pencil case large enough to hold all the items.
b) All required items must be brought to every lesson.
c) Additional items to be brought to class may be specified by individual subject teachers.

Welcome to the DHPA
Durston House Parents Association

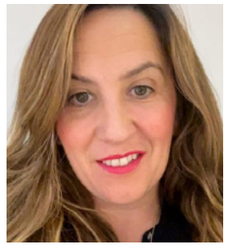
Every Durston House parent is automatically a member of the DHPA.

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

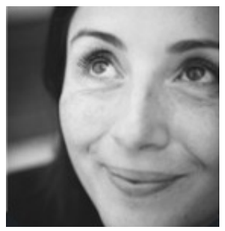


Hollie Wright
Co-Chair
Y1, Y4 & Y6 Mum

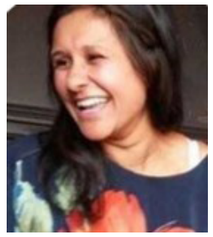
Sharleen Hoyte
Co-Vice-Chair
Y1 Mum

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 Upper School General Information

Upper School (Year 7 - 8)

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.

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 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.

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 arrives after 8.30 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. on non-games days and at 4.30 p.m. on Games and Enrichment 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 the school's messaging system and 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
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 boys sitting Common Entrance, or equivalent. For those with scholarship examinations in the Summer Term, mock examinations take place in March. All boys, apart from those in 8rd, will sit internal exit examinations in the second half of the Summer Term.

Enrichment
After-School Enrichment sessions run on a Tuesday afternoon, from 3.45 – 4.30 p.m. Boys are able to choose to attend either STEM, arts, physical or critical thinking sessions. Attendance is advised, but not compulsory, and can count towards the 'My Interests' section of the JASS Award. All activities are run by Durston House teachers.

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. 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.

Games Pick Up
On Games days, all boys should be collected at 4.30 p.m. Parents indicate, where appropriate, in the letter about drop-off and collection (see paragraph Beginning and End of the Day). Boys participating in Games sessions at Castlebar, must be picked up from there on the relevant days. Boys participating in Games sessions at Swyncombe must be picked up from school, unless walking home from Swyncombe. Parents are unable to collect their sons directly from Swyncombe unless they have been watching them play in a home fixture.

Half Colours & 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 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.

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.

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.

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.

Music
The Music Department runs a variety of Ensemble groups, such as the Senior Choir, the Orchestra and other instrumental groups. These enhance the major, formal occasions in the school year through performance and comprise boys from Years 5 - 8. Auditions and rehearsals are held throughout the year.

Off Games
A boy may be excused Games by the Deputy Head, 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 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.

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 & 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 Years 4 – 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.

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. Currently, the format of parents evenings is 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
Maths, English and Science preps will be formal weekly tasks, each lasting 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.

Boys in Year 8 need to spend time after school engaged in examination preparation at particular times of the year. A daily Prep of 40 minutes, plus reading and Curriculum Extension Options cater for this. Prep in English, Maths, French, Latin, History, Geography and TPR are given on a rotational basis.

Formal 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.

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. Stretching and challenging tasks cater for those who enjoy extending their learning. Not only are these a benefit to all, they can also help to ensure that those boys aiming for Senior School interviews and Scholarship entry are well prepared.

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 Complementary Curriculum or Director of Studies 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 the Director of Studies.

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) with an explanation (MainOffice@durstonhouse.org), before 9.30 a.m., 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 of 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. Reporting to parents is currently under review.

Rewards & 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 Middle School should use the school rucksack (large) and school sports bag supplied by Stevensons (see Uniform tab on the school website for details).

School Calendar
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.

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.

Term Dates
Dates are published well in advance. A copy of those dates is sent to all parents, and can also be found 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. In the Spring Term, Durston House 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 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.

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.

Year Groups and Forms
Middle School comprises Years 5-6. 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. All boys in Years 5 and 6 are taught in their mixed ability Form Groups. 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.

Contact Us

Main School Office
E: mainoffice@durstonhouse.org
T: 020 8991 6530

After School Care: 07753 299 500

School Uniform

SCHOOL UNIFORM JUNIOR SCHOOL	
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 - 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 Cap (Legionnaires style)	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.
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.

PE & Games Kit

PE & GAMES KIT				
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 1st/2nd XI)			✓	Stevensons or Other Supplier
OPTIONAL ITEMS				
School Black Base Layer - Top	✓	✓		Stevensons
School Black Base Layer - Leggings	✓	✓		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

DURSTON HOUSE
Where else?

Durston House
12-14 Castlebar Road
Ealing
W5 2DR

020 8991 6530
mainoffice@durstonhouse.org

@durstonhouse