



DURSTON HOUSE

2024
Junior School
New Joiners'
Information Pack

Welcome

Dear Parents,

Thank you for choosing Durston House for your child. 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

Mrs Cristina Saigau

Assistant Head, Academic

jscoffice@durstonhouse.org

020 8991 6460

Term Dates 2024/2025

Autumn Term 2024	
Staff Study Day	Monday 2 September (<i>pupils not in school</i>)
Staff Study Day	Tuesday 3 September (<i>pupils not in school</i>)
Autumn Term Begins	Wednesday 4 September
Half Term	Monday 21 October - Sunday 3 November
Term Ends	Friday 13 December; 12:30pm finish.

Spring Term 2025	
Staff Study Day	Monday 6 January (<i>pupils not in school</i>)
Spring Term Begins	Tuesday 7 January
Half Term	Monday 17 February - Sunday 23 February
Term Ends	Thursday 3 April; 12:30pm finish.

Summer Term 2025	
Summer Term Begins	Thursday 24 April
Bank Holiday	Monday 5 May
Half Term	Monday 26 May - Sunday 1 June
Term Ends	Thursday 10 July; 12:30pm finish.

Autumn Term 2025	
Staff Study Day	Monday 1 September (<i>pupils not in school</i>)
Staff Study Day	Tuesday 2 September (<i>pupils not in school</i>)
Autumn Term Begins	Wednesday 3 September
Half Term	Monday 20 October - Sunday 2 November
Term Ends	Friday 12 December; 12:30pm finish.

Spring Term 2026	
Staff Study Day	Monday 5 January (<i>pupils not in school</i>)
Spring Term Begins	Tuesday 6 January
Half Term	Monday 16 February - Sunday 22 February
Term Ends	Friday 27 March; 12:30pm finish.

Summer Term 2026	
Staff Study Day	Friday 17 April (<i>pupils not in school</i>)
Summer Term Begins	Monday 20 April
Bank Holiday	Monday 4 May
Half Term	Monday 25 May - Sunday 31 May
Term Ends	Thursday 10 July; 12:30pm finish.

Staff List

GOVERNORS	
Mr Kevin Mahoney BSc MRICS –Co-Chairman	Chartered Surveyor
Mrs Ann Collier LLB (Hons) –Co-Chairman	Solicitor, Business Consultant & former Durston House parent
Mr Philippe Carpentier	Business Developer, Private Investor & former Durston House parent
Dr Jaspal Gill	Cardiology Registrar & former Durston House pupil
Mrs Shally Girn	Solicitor & former Durston House parent
Ms Julia Honigsberger	Retired Data Analytics Consultant & former Durston House parent
Mrs Sally-Anne Huang	High Master, St Paul's School
Mr William Key (ACA)	Real Estate Associate, Chartered Accountant & former Durston House pupil
Mrs Isabella Kurek-Smith	Head of Data Partners, Baltic Exchange & former Durston House parent
Dr Tom Girn	Chartered Accountant & former Durston House parent
Mr Lester Mak	Strategy Consultant, Private Investor & former Durston House parent
Mr Ben Purkiss	Headmaster, Caterham Preparatory School
Mr Faisal Sayood	Business Development
Mr Andrzej Sokolowski	Private Equity Investor & former Durston House pupil

EXECUTIVE TEAM	
Headmaster	Mr G Entwisle BA (Hons) (Loughborough) PGCE (Bristol)
Deputy Head	Miss L Vallely BEd (Hons) (Glasgow) QTS
Bursar	Mrs J Twyford
Head of Pre-Prep	Ms D Finlayson BSc (Hons) (Middx) PGCE

SENIOR MANAGEMENT TEAM (SMT)	
Assistant Head - Studies Administration	Miss J Chisholm BEd (Canada) QTS
Assistant Head - Pastoral	Miss P Orr BEd (Australian Catholic University)
Assistant Head - Academic	Mrs C Saigau BA MA (Galati) MTeach (IOE London) QTS
Assistant Head - Complementary Curriculum	Mr D Stock BSc (Hons) (St Mary's) PGCE

EXTENDED SENIOR MANAGEMENT TEAM	
Head of Early Years (Pre-School)	Mrs A Cannon BA (Hons) (Leeds) PGCE QTS (Roehampton)
Head of Early Years (Reception)	Mrs A Stiglingh MA (Joint Hons) (Edinburgh) QTS

HEADS OF YEAR	
Head of Year 3 and Year 4	Miss C Barr BSc (Ireland) PGCE
Head of Year 5 and Year 6	Mrs A Harridge BA (Hons) (USA) QTS MA (USA)
Head of Year 7 and Year 8	Mr R Bester Higher HiDipED (Durban)

HEADS OF DEPARTMENT	
Mr A Angell BA (Chichester) QTS MA (St Mary's)	Head of PE / Games
Miss C Barnes BA (Hons) (London) MA (London) PGCE	Head of English
Mr R Bester Higher HiDipED (Durban)	Head of Geography
Mr R Bhalsod BA (Hons) (Westminster)	Head of IT, Computer Science & Digital Transformation
Mr J Briggs BEd Science (Anglia Ruskin)	Head of Science
Mrs A Gorard BA (Liverpool) PCGE	Head of Learning Support / SENCO
Mrs A Hryschuk BEd (Canada)	Head of Art (Maternity Leave)
Mrs C J Eng BSc (UCL) (Cambridge) PGCE	Acting Head of Art
Mrs E Jones BSc (Hons) (Cardiff) PGCE	Head of French
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
Mr D Stock BSc (Hons) (St Mary's) PGCE	Head of History
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	Junior School
Miss S Baxter BA (Hons) PGCE (St Mary's)	Teacher of PE & Games
Miss J Beaumont BA (Otago) QTS	Pre-Prep
Mr A Bendas BA (Romania) QTS	PE / Games
Mrs A Cannon BA (Hons) (Roehampton)	Pre-School
Mr W Coetzer BA (Hons) (Johannesburg) PGCE	Junior School
Miss S Cullen BA (Hons) (Middlesex) QTS	Learning Support
Miss A Derliunaite BA (Hons) (St Mary's) FDA Early Years	Pre-School
Miss S Easton BA (Hons) (London)	Junior School
Miss N Emmanuel BA (Hons) (Reading)	Pre-Prep (Reception)
Mrs K Figura BA (Hons) (Poland) MA PGDip QTS	Pre-School
Miss K Findlay BA (Hons) (Wellington) MA (Christchurch)	Pre-Prep
Mrs C Fletcher BEd (Johannesburg) - <i>Maternity Leave</i>	Junior School
Mr J Foxall BA (Hons) (Cardiff) MA (London) PGCE	French
Miss J Gahir BSc (Hons) (St.Mary's) PGCE	Maths
Mrs A Harridge BA (Hons) (USA) QTS MA (USA)	English
Mrs K Katradis BA (Hons) PGCE (Southbank) QTS - <i>Maternity Leave</i>	Pre-Prep
Mrs T Outten LLB (Hons) (Reading) PGCE	Junior School
Ms P Sandhu LLB (Hons) (St Mary's) QTS	Junior School
Mrs N Sharma BA (Hons) (London) PGCE	Maths/History
Mrs H Sharp BA (Hons) (Oxford Brookes) PGCE	Pre-Prep (Reception)
Mrs I Sidhu BA (Romania) QTS	Pre-Prep
Miss S Smith	PE / Games (Teacher Training)
Mrs A Stiglingh MA (Joint Hons) (Edinburgh) QTS	Pre-Prep (Reception)
Miss H Sweeney BA (Griffith) GradDipEd	Junior School
Mr K Trott BA (London) PGCE	Pre-Prep
Mr O Wessely BA (Hons) (Derby) MA (Nottingham)	English
Mrs L Winiecki PGCE (Roehampton)	Science
Mrs J Woolley BA (Hons) (Oxon)	Junior School

ADMINISTRATION STAFF	
Miss G Budasz	School Secretary
Mrs A Burrell	Main School Secretary
Mrs E Elmer	Bursar's Assistant - Finance
Mrs C Ferns	Headmaster's Secretary / Registrar
Miss H Hammami	School Assistant (Main School)
Miss R Jenner	School Assistant (Pre-Prep)
Mr P Khaunekar	IT Technician
Ms S Laslett	Finance Assistant
Mrs A Priya	HR & Compliance Manager
Mr H Ross MEng CEng MIET	Head of Communications
Mrs L Swaby	Pre-Prep Secretary
Miss K Swanson	Senior School Assistant (Junior School)
Miss R Togher BA (Hons) (Southampton)	Marketing Manager
Mr A White BA (Hons) MA PGCE (Reading)	Librarian

ASSISTANTS	
Mr N Rule	School Assistant (Sport)
Ms K Augustine	Pre-Prep Teaching Assistant
Ms F Bezdany	Pre-School Teaching Assistant
Miss C Dawson	Pre-Prep Teaching Assistant
Mrs N DeJong	Pre-Prep Teaching Assistant
Ms A Garvey	Learning Support Assistant
Mrs A Latawiec	Pre-Prep Teaching Assistant
Mrs R Namakerdi	Pre-School Teaching Assistant
Miss M Reid	Pre-Prep Teaching Assistant
Mrs A Singh BA (Hons) PGCE QTS	Pre-Prep Teaching Assistant
Mr K Gkoutzinis	Gap Student

SUPPORT STAFF	
Mr D Butler IOSH	Facilities & Premises Manager
Mr M Liciu	Facilities Supervisor
Mr B O'Brien	Maintenance Assistant
Mr B Sula	Facilities Assistant
Mrs B Sandhu	Events Manager

WRAP AROUND CARE	
Mrs N Brusnahan	After-School Care Supervisor (Pre-Prep/Pre-School)
Mrs K Pomeroy	After-School Care Supervisor (Main School)
Mrs N DeJong	After-School Care Assistant (Pre-Prep/Pre-School)
Mrs A Latawicz	After-School Care Supervisor (Junior School)
Mrs M Lloyd	After-School Care Assistant (Pre-Prep/Pre-School)
Mrs R Namakerdi	After-School Care Assistant (Pre-Prep/Pre-School)
Ms F Bezdany	Breakfast Club Assistant
Mrs A Swiekatowska	Breakfast Club Assistant

DINING ROOM AND PLAYGROUND ASSISTANTS
Mrs N Brusnahan
Mrs M Lloyd
Mrs K Pomeroy
Mrs A Sarnecka
Mrs A Swiekatowska
Ms K Wojton

VISITING MUSIC TEACHERS (VMTs)	
Mr M Allen BMus (Hons) MMus (LCM)	Drums
Mr M Blake CertEd (CNA) LRAM	Trumpet, Trombone, French Horn, Tuba
Mr F Brikcius MgA (JAMU)	Cello
Mr T Crehan MMus (Perf) BMus (Hons) (RNCM)	Violin
Mr C Goodman BMus (Hons) (RCM)	Clarinet, Alto Saxophone
Mr M Hickman BMus (Hons)	Piano
Miss M Ireland BMus (Hons)	Oboe
Mr M Ross Dip (LCM/ALCM)	Electric Guitar
Mrs A Pratley BMus (Hons)	Violin
Mr K Proudlove Dip Higher Ed Music	Guitar/Piano
Mrs Y Shon MMus BMus (Seoul)	Piano
Mr G Ubeda Perf Dip (TCL)	Guitar
Mr S Zakarian BMus MMus (RAM) LRAM	Piano

School Fees for the Academic Year 2024/2025

26 March 2024

Dear Parents

Fees 2024 - 2025

The tuition fees (including lunch and morning snack) with effect from September 2024 will be:

- | | |
|--|-----------------|
| • Pre-School | £5,180 per term |
| • Pre-Prep (Reception, Years 1 and 2) | £5,580 per term |
| • Junior School (Years 3 and 4) | £6,420 per term |
| • Middle and Upper School (Years 5 to 8) | £6,735 per term |

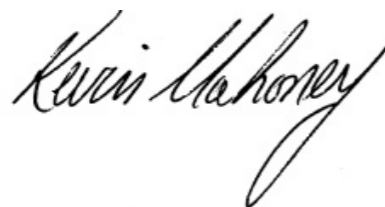
The acceptance fee for children starting at Durston House from September 2024 will be £1,800.

Please note that the figures above are subject to any change in government policy regarding the imposition of VAT on private school fees. In the event that there is any change in that respect during the 24/25 academic year we will write to you again to explain what the impact of any changes may be at that time.

Yours sincerely



Ann Collier
Co- Chairman of Governors



Kevin Mahoney
Co- Chairman of Governors

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 aforementioned 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



Instrumental & Singing Tuition

May 2024

Dear Parents

We are always keen to encourage pupils to have individual instrumental or singing tuition at Durston House and we currently have over 150 pupils 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 child's name will be placed on a waiting list and you will be contacted when a vacancy arises. From September 2024 lessons are charged at £31.00 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 pupils wishing to learn an instrument/singing. Should you wish your child 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/daughter, they will contact you in due course to discuss the terms and conditions of tuition and organise the start of lessons.

Yours sincerely



Krystyna Palamarchuk
Head of Music

Equipment - Junior, Middle & Upper School

STATIONERY 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:

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



Welcome to the DHPA Durstons House Parents Association

Every Durstons 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 pupils during STEM week.
- Raising funds for charities selected by the school community such as Ealing Food Bank.

The Committee



Hollie Wright
Co-Chair
Y2 & Y4 Mum



Sharleen Hoyte
Co-Vice-Chair
Y2 Mum



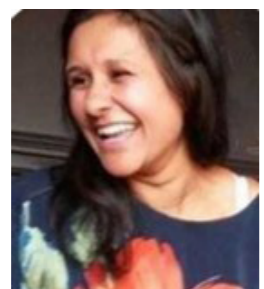
Tapti Kher
Co-Secretary
Y2 & Y5 Mum



Paul Taplin
Treasurer
Y5 Dad



Libby Pearson
Co-Chair
Y7 Mum



Arti Lukha
Co-Vice-Chair
Y6 Mum



Chandrika Jena
Co-Secretary
Y2 & Y6 Mum

Contact Us

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

Coming Up

- Mini Mile - 28 September
- Durstons Ball - 30 November
- Pre-Prep Christmas Party - 13 December

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.

Used Uniform

You can purchase pre-loved uniforms all year round on dhpapreloved.com

2024 Junior General Information

Junior School (Year 3 - 4)

Activities

Activities are provided after the last lesson of the day, each day. Activities begin at 4.05 p.m. and finish at 4.50 p.m. The activities are mostly provided by external companies with some activities being undertaken by a member of staff. These activities are optional and further information will be sent to you from the Assistant Head, Co-Curricular.

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 4.05-6.00 p.m. or after Activities from 4.50 p.m. An After-School Care Supervisor is specifically employed for this purpose. A register is kept by him/her. If pupils need to attend on an irregular basis, the Junior School Office must be notified on the day. Pupils are collected any time until 6.00 p.m. from the front of No. 24 Castlebar Road. There is a charge for this service of £3.45 per 15 minutes. Any other pupils found uncollected outside the usual collection times are sent to After-School Care. Pupils are permitted to bring a small healthy snack.

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

Pupils in Junior School arrive at School between 8.10 – 8.25 a.m. and enter through the Playground gate on Blakesley Avenue, before making their way to Junior School via the back entrance.

All bags and coats are stored in the classrooms. Pupils meet their Form Teacher for Form Time as soon as they enter the building, and at 8.30 a.m., registration is taken. A pupil is marked absent after 8.30 a.m. The first lesson begins at 8.30 a.m. If a pupil arrives after 8.25 a.m., they must report to the Junior School Office, via the front gate on Castlebar Road, to be registered before going to class.

The day ends at 4.05 p.m. At the end of each day, pupils are escorted out into the carpark by a member of staff to await collection. All pupils leave via the Carpark gates on Blakesley Avenue. If a pupil is not collected after 10 minutes they go to After-School Care. Parents are asked to pick up pupils promptly and not to park illegally on or near crossings, in the bus stops on Eaton Rise and Castlebar Road, nor across the driveways of residents.

Breakfast Club

Breakfast Club runs from 7.30 a.m. – 8.10 a.m. Breakfast Club must be booked in advance. Admission to Breakfast Club is through the No.24 Gate on Castlebar Road between 7.30 a.m. and 7.45 a.m. There is a charge of £7.75 per day for Breakfast Club.

Charities

Each year the school supports one or two main charities throughout the year. This charity work is coordinated by the Assistant Head, Co-Curricular, 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 and text 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 online. 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, X & LinkedIn [@durstonhouse](https://www.linkedin.com/company/durstonhouse)

Curriculum Information

Parents can access curriculum information on the school's Virtual Learning Environment. 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 field at different times of the day and are supervised by staff members. Pupils in Year 3 and 4 will be taken to and from the field.

Examinations and On-Going Assessment

Examinations take place once a year in Junior School, in the first half of the Summer Term. The results of these examinations are communicated in the second half of the Summer Term and are sent home for parents to view, once marked. 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. Digital standardised testing takes place annually. The tests are run through GL Assessment and consist of PTE, PTM and CAT4 (Cognitive Ability Test).

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 their 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 Year, 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 pupils 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 pupils attend the Final Assembly on the last day, immediately prior to finishing for the school holidays.

Games

All pupils go to Games once a week. Increasingly, through Years 3-4, there are opportunities for pupils to represent the school in matches. All pupils go to Swyncombe Playing Field on Monday mornings unless they are playing in a fixture against another school, which may take place on a Monday morning OR Monday afternoon. All pupils need to come into school in their games kit and stay in it all day. They must bring in their equipment in their Games Bag or Durston drawstring bag, when required. Termly information about the required kit is located in the Pupil Diary.

Games Pick Up

Pupils in Junior School will be collected at 4.05 p.m. from the carpark on Blakesley Avenue. Pupils may be collected from the location of an afternoon fixture if parents have been watching.

Houses

Pupils 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 pupils 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 pupils from Reception to Year 8 and are led by a Year 8 pupil. A pupil will stay in the same House throughout their time at Durston House. Each House competes against the others for the House Shield.

Instrumental Music Lessons

All pupils 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 pupils 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 pupils 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 pupils from Years 3-4. The choir prepares programmes of choral work to enhance the major, formal occasions in the school year. Auditions will take place at the beginning of the school year and again at the beginning of each term. A timetable for rehearsals will be provided when Junior Choir rehearsals begin. Junior School Choir rehearses on a Tuesday and Thursday morning at 7.50 a.m. Pupils are expected to be punctual to sessions, arriving at 7.45 a.m. at No.20 Castlebar Road. Please note that pupils will not be let in any earlier than 7.45 a.m., which is when the office opens.

Library

Pupils 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 designated break times and lunch times throughout the week.

Lunches and snacks

Pupils' lunches and snacks are provided by the school kitchen. There are a variety of choices available each day, and allergies and food intolerances are catered for. At lunchtimes, pupils with allergies wear a lanyard which will indicate their specific allergy to staff. Menus are published on the school website. 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 pupils who suffer from a serious allergy to them.

Off Games

A pupil may be excused from Games by the Deputy Head having received a letter (hard copy or via email) from their parents requesting permission for them not to participate. A justifiable reason is necessary. The school's position is that if a pupil is too unwell to participate in Games, they should not attend school at all, except in the case of physical injury or recuperation after medical treatment. A pupil excused from Games remains at school under supervision, where they work on written tasks assigned to them by the Head of PE. The pupil does not do prep at this time. The pupil may be collected at the normal time, 4.05 p.m. from the front gate of the Junior School building.

Office Opening Hours

The school offices are open from 7.45 a.m. until 5:00 p.m. each day during term time.

Outings & Trips

Throughout the year, pupils 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 pupils from Year 4 attend a residential trip, inspired by the curriculum, spending at least two nights away from home. Team building activities deepen a pupil's natural curiosity and living with peers helps them take responsibility for themselves.

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 pupil's progress with their Form Teacher and subject teachers.

Personal Accident and Dental Accident Insurance

All pupils are covered under the School's Pupils' Personal Accident (including Dental Accident) insurance scheme. There are no additional charges, as the premiums are incorporated within the current fee structure.

Prep

Prep will be set weekly in Maths, English and French and Reasoning. Prep will be 20-30 minutes in duration. Humanities and Science preps will be set over a half term. Prep will be slowly introduced to Year 3. Prep is designed to prepare pupils for future lessons, or as an extension of what has been learned in the lesson. A prep timetable will be provided for each year group.

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 on the set date.

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

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 Deputy Head, giving the dates and reasons for such absence. The Head considers the request and takes whatever action necessary.

Pupil Diary

Each pupil 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. It is expected that the pupil diary is signed by the Form teacher and parents daily.

Reports

Reports are sent to parents three times a year, at the end of the first half term, and at the end of the Autumn and Summer terms. These are known as the Form Report, Initial Subject Report and the Final Report, respectively.

Rewards and Sanctions

Anything that a pupil does that is clearly worth approval and encouragement, be it in their work or behaviour, is rewarded with a "Plus Point". At the end of term, special certificates are presented at assembly to those who have achieved the most points. For exceptional work or behaviour, pupils may receive a 'Red Letter' reward, or a Commendation from the Headmaster, which will be awarded at Assembly.

As part of the school's **Behaviour Policy**, there are a number of systems in place to promote positive behaviour whilst addressing misbehaviour. The School will work in partnership with parents to bring out the best in each child. Please see the Behaviour Policy for more details.

School Bags

All pupils in Junior School should use the school rucksack (large) and school sports bag supplied by Stevensons.

School Calendar & SOCS

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.

From September, we will be using SOCS for the School Calendar, Fixtures, and booking of After School Activities. Parents can access SOCS using their Parent Portal logins.

School Council

Pupils in Years 3-8 have the opportunity to have their voice heard, representing their peers as members of the School Council. Within each form, pupils 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 pupils as well as help with fundraising initiatives.

Security

The security of pupils at the school is paramount. The front gate of the Junior School is shut and electronically locked during the school day. If parents wish to enter the grounds of Junior School, they should push the buzzer on the outside of the front gate on 20 Castlebar 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 child'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 pupil, 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 pupils from school in term time.

Themed Weeks

Throughout the year, pupils in all sections of the school take part in themed weeks. In November, the pupils 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 the importance of wellbeing in Wellbeing Week as well as the Literary Festival. Later in the year, another themed week occurs - our STEM (Science, Technology, Engineering and Mathematics) Week. For both, events, workshops and speakers are organised to enhance the pupils' learning in these areas of school life and to encourage them to pursue this learning beyond the curriculum.

Skirt Uniform - Junior, Middle & Upper School

SCHOOL UNIFORM MIDDLE SCHOOL	
COMPULSORY ITEMS	SUPPLIER
Tartan Kilt	Stevensons
White Blouse - Long or Short Sleeve	Stevensons or Other Supplier
Grey School Cardigan	Stevensons
Grey/White Socks or Tights	Stevensons or Other Supplier
Art Overall (Year 4 - Year 8)	Stevensons
Black Lace-Up or Velcro Shoes (<i>no trainers, loafers patent or embellishments</i>)	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 Skort	Stevensons
Tartan Summer Dress	Stevensons
White Baseball cap	Stevensons
Black Winter Hat, gloves and scarf (no logos)	Stevensons or Other Supplier

NOTES:

- Please ensure all items are clearly labelled with your child's name.
- All items (including bags) must be purchased from the supplier specified.
- Alternatives are not permitted.

Skirt - PE & Games Kit

PE & GAMES KIT				
COMPULSORY ITEMS	AUTUMN TERM	SPRING TERM	SUMMER TERM	SUPPLIER
Tracksuit	✓	✓	✓	Stevensons
Mid-Layer	✓	✓		Stevensons
Green/Black Games Shirt	✓	✓		Stevensons
Black Skort	✓	✓		Stevensons
Black Durston Socks	✓	✓		Stevensons
Black Trainers	✓	✓		Not specified
Football Boots	✓	✓		Not specified
Gum Shield	✓	✓		OPRO (via School)
Shin Pads	✓	✓		Not specified
Games Towel	✓	✓		Not specified
White Polo Shirt			✓	Stevensons
White Skort			✓	Stevensons
White Socks			✓	Stevensons or Other Supplier
White Trainers			✓	Not specified
School Sports Bag	✓	✓	✓	Stevensons
House Sports Bag Label	✓	✓	✓	Stevensons
Cricket Trousers/Gloves/Box (Years 5-6 & Years 7-8 1st/2nd XI)			✓	Stevensons or Other Supplier
OPTIONAL ITEMS				
Black Base Layer - Top	✓	✓		Stevensons
White Base Layer - Top			✓	Not Specified
Black Base Layer - Leggings	✓	✓		Stevensons
Gloves for Rugby	✓	✓		Stevensons
Black School Drawstring (Boot) bag	✓	✓		Stevensons
Cricket Pads (Years 5-8)			✓	Not specified
Cricket Helmet (Years 5-8)			✓	Not specified
Cricket Bat (Years 5-8)			✓	Not specified
Cricket Bag (Years 5-8)			✓	VK Sports

Trouser Uniform - Junior, Middle & Upper School

SCHOOL UNIFORM MIDDLE SCHOOL	
COMPULSORY ITEMS	SUPPLIER
Grey Trousers	Stevensons
White Shirt - Long or Short Sleeve	Stevensons
Grey School Jumper	Stevensons
School House Tie	Stevensons
Grey Socks	Stevensons
Art Overall (Year 4 - Year 8)	Stevensons
Black Lace-Up or Velcro Shoes (<i>no trainers, loafers</i>)	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 Shorts	Stevensons
White Baseball cap	Stevensons
Black Winter Hat, gloves and scarf (no logos)	Stevensons or Other Supplier

Trouser - PE & Games Kit

PE & GAMES KIT				
COMPULSORY ITEMS	AUTUMN TERM	SPRING TERM	SUMMER TERM	SUPPLIER
Tracksuit	✓	✓	✓	Stevensons
Mid-Layer	✓	✓		Stevensons
Green/Black Rugby Shirt	✓	✓		Stevensons
Black Shorts	✓	✓		Stevensons
Black Durston Socks	✓	✓		Stevensons
Black Trainers	✓	✓		Not specified
Football Boots	✓	✓		Not specified
Gum Shield	✓	✓		OPRO (via School)
Shin Pads	✓	✓		Not specified
Games Towel	✓	✓		Not specified
White Polo Shirt			✓	Stevensons
White Shorts			✓	Stevensons
White Socks			✓	Stevensons or Other Supplier
White Trainers			✓	Not specified
School Sports Bag	✓	✓	✓	Stevensons
House Sports Bag Label	✓	✓	✓	Stevensons
Cricket Trousers/Gloves/Box (Years 5-6 & Years 7-8 1st/2nd XI)			✓	Stevensons or Other Supplier
OPTIONAL ITEMS				
Black Base Layer - Top	✓	✓		Stevensons
White Base Layer - Top			✓	Not Specified
Black Base Layer - Leggings	✓	✓		Stevensons
Gloves for Rugby	✓	✓		Not Specified
Black School Drawstring (Boot) bag	✓	✓		Stevensons
Cricket Pads (Years 5-8)			✓	Not specified
Cricket Helmet (Years 5-8)			✓	Not specified
Cricket Bat (Years 5-8)			✓	Not specified
Cricket Bag (Years 5-8)			✓	VK Sports



DURSTON HOUSE
Where else?

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@durstonhouse

