



Durley
CE (Controlled)
Primary School

Prospectus

2026-2027

Durley CE (Controlled) Primary School

PROSPECTUS

Index

Page

- | | |
|---------------|--|
| 3. | School Aims and Christian Foundation |
| 2. | School Organisation |
| 3. | General Information |
| 4. | School Staff and Governors |
| 5. | Additional Information |
| 6. | Policies |
| 7-10. | Curriculum |
| 10. | Safeguarding Statement |
| 11. | Home / School Links |
| 12-13. | Pupil Welfare |
| 14. | School Uniform |
| 15. | School Meals and Car Parking |
| 16. | Financial Support |
| 17. | Pre-School Links and Transfer to Secondary School |

At Durley CE (Controlled) Primary School we are committed to providing a high quality education for each individual child within a challenging, stimulating and caring environment.

Based on Christian beliefs, children are encouraged to develop an awareness of themselves, their community and the wider world.



To live out our core values as a church school, we want everyone within our school community to show **love** through tolerance and understanding of people's differences; **forgiveness** of other people's mistakes; and **respect** in being able to treat other people as we would wish to be treated ourselves.

SCHOOL ORGANISATION



The school is a Church of England Controlled primary school for pupils aged 4-11 and has approximately 140 children on roll. The school was built in 1872, and with modern extension including ICT suite, library, music room and hall now accommodates five classes. 75% of the pupils on roll live within the Durley catchment area; pupils also come from the surrounding villages of Horton Heath, Hedge End, Fair Oak, Boorley Green and Bishops Waltham. Children enter the school in the school year in which the child has their fifth birthday. Most of our pupils transfer to the Wyvern College at the end of the school year in which they are eleven.

As a church school, the pupils have a daily collective worship, attend the Holy Cross Church once each term and are encouraged to 'develop an awareness of themselves, their community and the wider world'.

The formation of classes and the number of children allocated to each class depends upon the number of children in any year group and the policy of the school regarding class sizes. The published admission number (PAN) for Durley Primary School is 20. It is our intention that all classes should have approximately 30 pupils in each class and Year 6 a pure cohort of 20 pupils. There are 2 infant classes and 3 Key Stage 2 classes in mixed age and ability.

GENERAL INFORMATION

The total number of pupils on roll is approximately 140.

The children are arranged in 7 year groups within four classes. The classes are as follows:

Blue Class	Miss Robyn Garrard	Years R & 1
Yellow Class	Mrs Melanie Alexander	Years 1 & 2
Red Class	Mrs Joanna May	Years 3 & 4
Green Class	Mrs Jennifer Dew	Years 4 & 5
Purple Class	Mr James Firth	Year 6

<u>SCHOOL HOURS</u>	Years R, 1 and 2	9am to 12 noon 1:00pm to 3:30pm
	Years 3, 4, 5 and 6	9am to 12:15pm 1:15pm to 3:30pm

The school opens at 8:45am, please ensure that children do not arrive earlier than **8:45am**. Children go straight to their class where the teacher is waiting for them. At **9:00am** the register will be taken.

<u>OFFICE HOURS</u>	Monday - Friday	8:00am to 4:00pm
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The office is manned, full-time by the Senior Administrative Officer, Mrs Amanda Pink and part-time by the Administrative Assistant, Mrs Mandy Maitland.

SCHOOL ADDRESS **Durley CE (Controlled) Primary School**
Durley Brook Road
Durley
SOUTHAMPTON
SO32 2AR

Tel: 01489 860207
Email: adminoffice@durley.hants.sch.uk
Website: www.durley.hants.sch.uk

THE EDUCATION AUTHORITY

The school is maintained by the Hampshire Education Authority.

Any information that is required from the Education Authority should normally be obtained from the local Area Education Office. The address and telephone number are as follows:

Children's Services Department Office
Clarendon House
Monarch Way
WINCHESTER
SO22 5PW
Tel: 01962 869611

STAFFING

Headteacher	Mrs Caroline Grist	01489 860207
Assistant Headteacher	Mr James Firth	
SENCO	Mrs Nikki Lawrence	

Teaching Staff	Miss Robyn Garrard	Years R & 1
	Ms Melanie Alexander	Years 1 & 2
	Mrs Jo May	Years 3 & 4
	Mrs Jenny Dew	Years 4 & 5
	Mr James Firth	Year 6
	Mr David Burgess	Music

Senior Admin Officer	Mrs Amanda Pink
Admin Assistant	Mrs Mandy Maitland
Librarian	Mrs Marcia Cook

Teaching Assistants	Mrs Karen Clegg
	Mrs Amy Abraham (HLTA)
	Mrs Kelly Cook
	Miss Kerry-Ann Humphries
	Mrs Becky McNicholas-George
	Miss Emily Ridout
	Mrs Jade Sims
	Miss Emelia Newmarch

Supervisory Assistants	Miss Kerry-Ann Humphries
	Mrs Sam Kidson
	Mrs Sheila Weeks
	Miss Chloe Adamson
	Miss Bethan McLen-Howells
	Miss Heidi Mitchell

Caretaker	Mr Darren Wyatt
Cook-In-Charge	Miss Katie Humphreys
Assistant	TBC

GOVERNORS

Headteacher Governor	Mrs Caroline Grist
Foundation Governor	Mrs Rachel Reeves
Foundation Governor	Mrs Sarah Crockett
Foundation Governor	Rev Gregg Mensingh
LEA Governor	Mrs Jane Woodhouse
Parent Governor	Mr Kieran Brenchley (Vice Chair)
Parent Governor	Mr Carl Heywood-Waddington
Parent Governor	Mrs Collette Richmond (Chair)
Parent Governor	Mrs Gemma Witcomb
Parent Governor	Mr George Coltart
Staff Governor	Mr James Firth
Co-opted Governor	Mr Robert Pfeiffer
Co-opted Governor	Mr James Irving
Co-opted Governor	Mr Jack Wiseman-White

ADDITIONAL INFORMATION

SECURITY & SIGNING IN

To ensure school security and the safety of the children we need to know of any school visitors. All visitors are asked to sign in at reception and to wear a lanyard so that visitors can be identified as such.

Parents are asked to sign children out and back in if they leave school during the day for appointments such as a visit to the doctor or the dentist.

BEFORE AND AFTER SCHOOL CHILD CARE

The school has a very popular out of school child care scheme, run In-house by qualified staff, for pupils who attend Durley Primary School. It runs from 3:30-5:30pm each evening during term time – and from 8:00-8:50am each morning. The club makes full use of the school premises, and is extremely well resourced. Further details can be obtained from the School Office.

OUT OF SCHOOL CLUBS

The school has a wide range of after school clubs for pupils aged 4-11, including dance, soft archery and darts, dodgeball and multi-sports. The pupils participate competitively in local tournaments and sporting leagues. All pupils in years 3 and 4 have the opportunity to go swimming. They are able to achieve swimming certificates for distance and life-saving as well as learn to swim.

HEALTHY SCHOOL

We are a Healthy School and have achieved the enhanced status healthy schools award. We encourage children to eat healthily and take plenty of exercise. We have a policy of only allowing children to bring fruit and vegetables to eat during morning play. Children in EYFS, Years 1 and 2 will also have access to a piece of fruit which is given free.

As well as being a nut and banana free school, we also have a policy of encouraging children to drink plenty of water. Research shows that regularly drinking water helps to stimulate the brain, aids concentration and combats tiredness. Children can bring in their own named water bottles from home or purchase one from the school office.



POLICIES

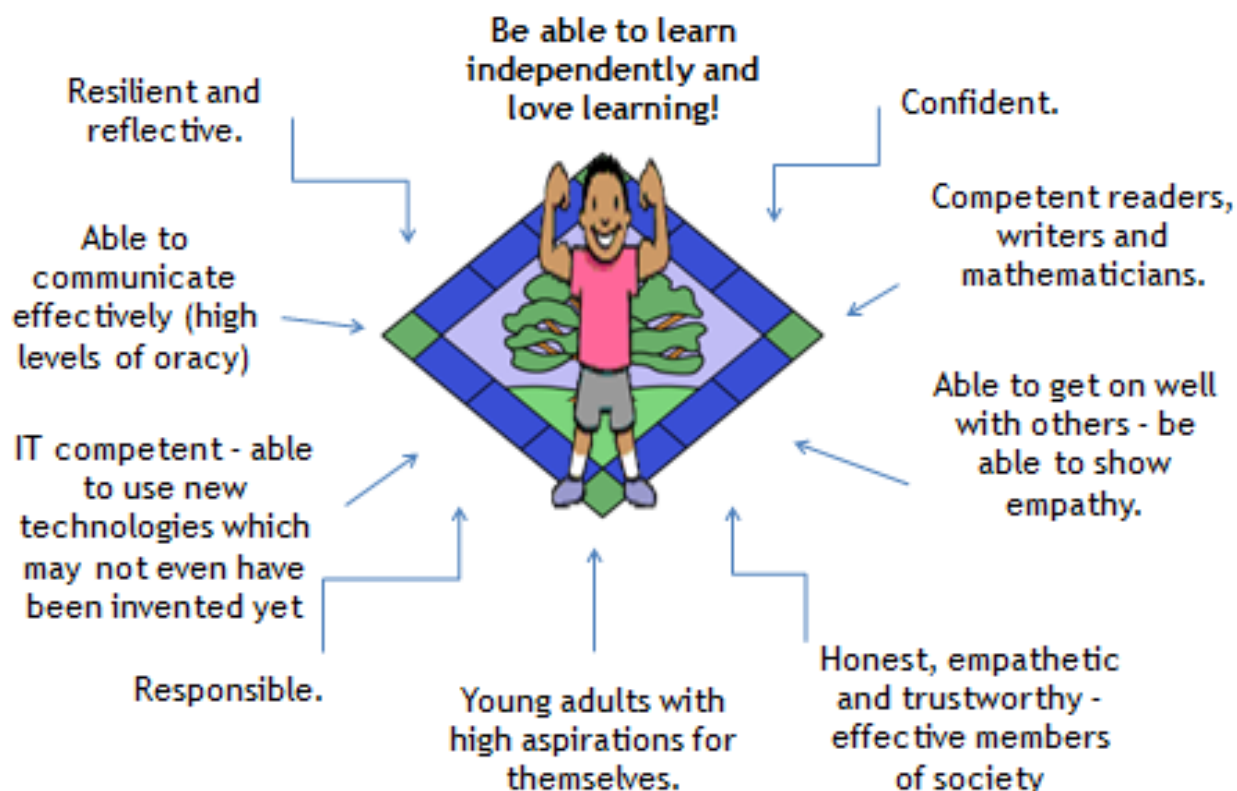
Are policies are on the school website – www.durley.hants.sch.uk

Durley Primary School policies are as follows:-

Curriculum	Safeguarding	Personnel	Premises
Able Child	Admissions	Absence (Staff)	Health and Safety
Admissions	Anti Bullying	Appointments	
Anti Bullying	Attendance	Attendance	Accessibility
Assessment	Behaviour	Child Protection	First Aid and Accident Reporting & Investigation
Attendance	Child Protection	Complaints	Health and Safety when Contractors are on site
Behaviour	Confidentiality	Confidentiality	Emergency Procedures
Child Protection	Curriculum	Equal Opportunities (Children)	Critical Incident Management
Collective Worship	Drug Education	Equal Opportunities (Employment)	Lone Working
Curriculum	Equal Opportunities (Children)	Freedom of Information	Minibus Use and Procedures
Drug Education	First Aid	Initial Teacher Training	Offsite Activities and Educational Visits.
Healthy School	Gender Equality	Lone Working	Personnel Safety
Homework	Health and Safety	Newly Qualified Teacher Induction	Security, Safety and Maintenance of Buildings and Premises
Intercultural	Inclusion	Performance Management (Support Staff)	
Internet Access	Internet Safety	Performance Management (Teaching Staff)	
Marking	Induction of Volunteers	Racial Equality	
Personal, Social, Health and Citizenship	Induction of Staff		
Physical Restraint	Photographing and videoing	Finance	
Racial Equality	Physical Restraint	Best Value	
Religious Education	Safeguarding	Charging	
Sex Education	Safe Recruitment	Finance	
Special Educational Needs	Sex Education	Whistle Blowing	
Teaching and Learning	Whistle Blowing/Protected Disclosure		
Wyvern Pyramid Liaison	GDPR Policy		

CURRICULUM INFORMATION

WHAT DO WE WANT OUR CHILDREN TO BE WHEN THEY LEAVE OUR SCHOOL?



The Early Years Foundation Stage

How does the EYFS support my child?

The EYFS also sets out what we must do to make sure that your child learns and develops. It promotes teaching and learning through play to make sure all children have the skills for future life. We must make sure that all staff are fully aware of what they have to do, to make sure your child's individual needs are met through the EYFS.

Who will make sure my child's learning and care is tailored to them?

Your child will be assigned a key person when they start at our school. You will be told the name of the key person and their role. The key person is there to make sure that your child's learning and care is tailored to meet their individual needs, through discussion with you. They will also support you in giving you ideas on what learning you can do at home with your child.

What will you be doing with my child?

We must think about the individual needs, interests and stages of development of each child in our care. Through care and play we will support learning in the following three prime areas,

Personal, social and emotional development:

- making relationships
- self-confidence and self-awareness
- managing feelings and behaviour.

Physical development:

- moving and handling
- health and self-care.

Communication and language:

- listening and attention
- understanding
- speaking.



As well as the three prime areas, we will also plan activities in the following areas of learning and development, known as specific areas.

Literacy:

- reading
- writing.

Mathematics:

- numbers
- shape, space and measure.

Understanding the world:

- people and communities
- the world
- technology.



Expressive arts and design:

- exploring and using media and material
- being imaginative.

How will you check my child is developing in line with the EYFS requirements?

Your child's Teacher will discuss your child's development and interests with you to make sure they are progressing well with us and at home. This will support them, and you, to plan a challenging environment and play based activities to progress your child's learning. This will happen on a regular basis.

What if I'm worried about my child's development?

If you're worried about your child's progress, talk to your child's Teacher and together you can agree how best to support your child. If your child's home language is not

English, we will give them opportunities to develop and use their home language in play and learning to support their language development at home. We will also make

sure your child has enough opportunities to learn and reach a good standard in English language during the EYFS.

How can I find out more?

Talk to your child's Teacher who will be happy to answer any questions you have.

NATIONAL CURRICULUM FOR CHILDREN IN YEARS 1 TO 6

The National Curriculum

The curriculum for children in Years 1 to 6 includes all the National Curriculum areas of learning. The subjects include a core curriculum of English, Mathematics and Science, and a foundation curriculum of Art, Design Technology, Information and Communication Technology, Geography, History, Music, Physical Education and Religious Education.

Within the framework of the National Curriculum the school has devised its own curriculum plans and schemes of work. This ensures that the delivery of the curriculum is interesting, stimulating and will motivate the children to enjoy their learning. Throughout the school there are opportunities to find out more about the curriculum through parents' evenings and workshops.

All subjects are taught through the principles laid out in the school Teaching and Learning Policy (copy in the school office).

Relationships and Sex Education

The Governors, in consultation with the staff, have agreed on a policy for the delivery of Relationships and Sex Education, which can be found in the policies section of this pack. Under the Education Act 1993 parents have the right to withdraw their child from those parts of sex education that are outside the compulsory elements of sex education contained in the Science National Curriculum. Parents wanting to exercise this right are invited to see the Headteacher to discuss their concerns.

Religious Education

All state schools have a programme of religious education. At Durley School we follow our own scheme of work, which is based on the Hampshire County Council Guidelines, called 'Living Difference and Understanding Christianity'. The requirement that Religious Education should be mainly Christian is reflected in our curriculum, as well as the inclusion of the teaching of other major religions.

Collective Worship

We are required by law to have a daily act of collective worship, which takes place in a variety of forms, as a whole school, as a Key Stage or as a Class. Parents are invited to join us for our celebration of Christian Festivals and termly at Holy Cross Church, Durley.

Parents have the right to withdraw their children from religious education and collective worship on the grounds of conscience. Please discuss this with the Headteacher. Copies of the Governors' Policies for collective worship and religious education can be found at the school office.

Special Educational Needs

The school has a team of Teaching Assistants who work alongside teachers to support children of all abilities. The needs may be of an emotional, learning or physical nature. Parents are always fully involved in discussions about their children's needs, programmes of work and individual education plans. The Special Needs Co-ordinator (Mrs Nikki Lawrence) will liaise with outside agencies when necessary. The school policy for Special Educational Needs on the school website.

Modern Foreign Languages

Pupils begin to learn spoken French at Key Stage 2, with a small amount of written work, through a weekly taught session. The sessions are fun - using role-play, games and the interactive whiteboard to motivate and enthuse pupils.

Educational Visits

We consider that educational visits are a very important part of a child's learning experience, offering experiences that cannot be provided in school. The visits are always connected to class learning and always followed up back in school.

For visits that take place during school time, we must ask for a voluntary contribution to cover the costs. A copy of our charging policy is included in this pack.

Residential Trips

Pupils at Key Stage 2 have two opportunities to take part in a residential visit. Pupils in Years 3 and 4 visit Home Farm, Beaulieu in the New Forest for a 2-night stay, undertaking environmental studies. Pupils in Years 5 and 6 have a 4-night stay on the Isle of Wight at Little Canada where they undertake a range of team building activities.

Music

Music is an important part of the school curriculum. As well as taking part in class lessons, having opportunities to sing and perform, children at Key Stage 2 all have the opportunity to learn to play a musical instrument. The school currently has peripatetic music teachers to teach recorders, piano, brass (trumpet, trombone and tuba) and woodwind (clarinet, flute, oboe and saxophone).

Children have opportunities to take part in county music events through the Hampshire Music Service and the Wyvern cluster.

Additional Information

Additional information regarding events, school achievements and procedures at Durley School can be found in the Policy folder, in the school office and on the school website (www.durley.hants.sch.uk)

Safeguarding Statement

All the governors and staff at Durley Primary share an objective to help keep the children safe by contributing to:

- Providing a safe environment for them to learn

- Identifying children who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure that they are kept safe both at home and in the education setting.

To achieve this objective, we:

- Aim to prevent unsuitable people from working with the children
- Promote safe practice and challenge any poor or unsafe practice
- Identify instances where there are grounds for concern about a child's welfare and initiate or take appropriate action to keep them safe
- Contribute to effective partnership working between all those involved in providing services for our children

HOME/SCHOOL LINKS



NEWS AND INFORMATION ABOUT THE SCHOOL

We feel that we offer a good information service to our parents. Regular newsletters are sent out via email or with your child giving details of changes in school policy, important dates, any forthcoming events, staff newly appointed by the school, Durley School Association events and general news about the school.

ACCESS TO DOCUMENTS

Parents are entitled to inspect school documentation. Such documents include; The School Prospectus, School Policies, Curriculum documents and Governing Body Minutes. The School's Finances and your own child's records may also be inspected in the presence of the Headteacher. If you wish to see any of these please ask for an appointment at the office. Our policy on access to documents, as outlined in the Freedom of Information Act 2000, is available on the school website.

HELPING OUT IN SCHOOL

There are many ways in which you can help at school and everything you do is appreciated. Parents help in classrooms, listen to children read and help with cookery, art, craft and sewing. We also appreciate parents' help with school trips, concerts, developing the school grounds and other events. If you would like to get involved please come in and let us know. We will be pleased to use whatever talents you may have to offer.

Even if you feel that you cannot help at school we hope you will be able to attend our functions, fetes, fairs and curriculum workshops, as well as occasionally joining us in worship.

CONTACT WITH STAFF

The Headteacher and staff are always pleased to discuss your child's progress and welfare. If you need to see a member of staff would you please email or telephone to arrange a mutually convenient time to meet. The school telephone number is **01489 860207** and email is **adminoffice@durley.hants.sch.uk**. Throughout the year meetings will be arranged in order for you to meet your child's teacher and discuss your child's work and progress. In June you will receive a written report which will detail your child's progress in the nine areas of the National Curriculum; English,

Mathematics, Science, Art, Design Technology, PSHE, Geography, History, Music, Physical Education, Technology and Religious Education. You will also be given the results of any national tests taken by your child. You will have the opportunity to discuss the report with the class teacher.

THE DURLEY SCHOOL ASSOCIATION

The school has an active School Association, the DSA. Parents of children already in the school are automatically members. The time and place of meetings is notified to all parents in a letter from the school. The Association aims to foster the existing close links between home and school. It organises functions of varying kinds throughout the year.

PUPIL WELFARE



ABSENCE FROM SCHOOL

If your child is ill at home and unable to attend school will you please let us know either by letter, email (adminoffice@durley.hants.sch.uk) or telephone before **9:10am**. It is important that we know where your child is if they are not in school. Parents wishing to take their child out from school for any reason apart from illness, should write to the school in advance. Children should not be taken out of school in school time. If however there are exceptional circumstances, permission can be sought from the Headteacher by completing a form which can be obtained from the school website or from the office.

MEDICINES

The school has no medical room and therefore children who are ill have to be sent home. Parents are contacted by telephone. Children who are medically fit but need continued **prescribed medication** may be given it in school. Parents are requested to complete a medical consent form which may be obtained from the school office before any medicines or inhalers are brought into school. Medicines will be kept in the first aid cabinet in your child's classroom or in the fridge. Please make sure that the school is informed of any special medical needs your child may have, any drugs being administered or any known allergies.

Could you please ensure that you notify your child's class teacher of any changes to your child's regular medication.



ACCIDENTS

First Aid is administered in the case of minor injuries and a form detailing treatment is sent home with your child. Where further treatment is necessary parents will be contacted. It is therefore essential that we are able to contact you or a nominated person in an emergency. **Please make sure that your contact number is always correct.** Please can you notify the school of any changes to your contact details on

the contact forms, which may be obtained from the Blue Folder opposite the school office.

MEDICAL OR DENTAL APPOINTMENTS DURING SCHOOL TIME

Please can you ensure appointments are **not** made in school time. If it is an emergency appointment please telephone the school. It is important that we know if your child will be at school at lunchtime.

WHAT HAPPENS IF YOUR CHILD HAS A PROBLEM?

The first person to contact is your child's class teacher, who will be pleased to see you either by appointment or briefly after school. If you wish to pursue the matter further, the Headteacher will be able to help. Again, if you make an appointment and outline the problem, it gives us a chance to make enquiries before you arrive.

SCHOOL COUNCIL

Pupils across the school meet regularly with the Assistant Headteacher to discuss school-wide issues and improvements. Recent improvements have included facilities for playground games and support for local charities.



SCHOOL UNIFORM

Grey or black Skirt, Tunic, Trousers or Shorts

“Durley” Polo Shirt

Red “Durley” Sweatshirt or Cardigan

White or grey Socks

Black School Shoes

Red & White checked dress in summer

PHYSICAL EDUCATION

Red “Durley” T-Shirt

Royal Blue Shorts

Trainers

Royal Blue Jogging Bottoms - for cold weather

School PE Kit must be worn for any form of physical activity. Children must have a separate T-shirt, pair of shorts and a pair of trainers to be used only for PE. These should be kept in a small gym bag in school at all times.

From the above uniform list, Sweatshirts, Polo Shirts and T-shirts (bearing the school logo) can be ordered from the school office. We also have a supply of PE shorts and joggers. An order form can be obtained from the Blue folder in the red drawers in the entrance hall – this gives details of items available, prices and times for ordering.

We also recommend that all school uniform is clearly labelled.

SCHOOL UNIFORM ORDERS

School uniform can be ordered online or directly from the school office.

OTHER SCHOOL ACCESSORIES

The school also has a supply of drawstring PE bags and book bags used for KS1 for sale.

SCHOOL MEALS & CAR PARKING



SCHOOL MEALS

School meals are cooked on the premises by designated school cook who is employed by Chartwells Catering and are £2.75 per day. Pupils in Reception, Year 1 and Year 2 receive a free school lunch. For pupils in Year 3 onwards payment for school meals should be made online through Scopay, in cash or by cheque made payable to `Hampshire County Council`. If you wish to pay in advance for the following half-term please see Mrs Maitland in the school office.

If your child has any special dietary requirements the caterers will be pleased to provide suitable meals. If a child's lunch box is accidentally left at home or you forget to give your child money for lunch we will provide your child with a meal which can be paid for the next day.

LUNCHTIME ORGANISATION

Children who stay at school full time may have a school lunch, bring sandwiches or go home. Lunch boxes should be clearly labelled.



During the lunchtime children are supervised by supervisory assistants. The assistants are responsible for helping children in the hall with their meals and supervising them in the playground. The supervisory assistants are responsible for your child's welfare during lunchtime, which includes ensuring that they eat their lunch (or at least most of it). If you feel that your child will find lunchtimes difficult please see your child's teacher who will talk it over with you and advise you of the best course of action. In the event of a wet lunchtime the children are supervised in their classrooms by a supervisory assistant. Each class has a variety of games and activities for its use.

CAR PARKING

Due to pupil safety, parents are asked **not** to park on the track at the side of the school. This area is to be left clear for staff and people on official business. We also ask that you do not use the entrance to the school track for turning your vehicle. During the very busy time of dropping off and collecting from school we ask that parents park in the Memorial Hall car park and walk the short distance down to school. Please ensure that your child does not run on ahead of you, as Durley Brook Road can be a very busy road.

FINANCIAL SUPPORT



TRANSPORT

If this school is the designated school for your home address, or a school which is nearer to home than the designated catchment school or where parents are unable to obtain a place at their first preference catchment school. Your child may be eligible for free school transport, if your home is more than the following distances from school measured by the nearest available walking route:

2 miles - for children in year R to year 3

3 miles - for children in year 4 to year 11

PUPIL PREMIUM

If you think your child may have been entitled to a free school meal (outside of the Government Scheme for pupils in Years R, 1 & 2), this would also entitle the school to being able to receive £1,455 per year to support your child in their learning within school.

Eligibility Criteria:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods).
- Income support
- Income-based Jobseeker's Allowance
- Income-rated Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit.

You can check your eligibility online at www.myschoollunch.co.uk/hampshire. If you wish to discuss this further the school office is always able to help.

PRE-SCHOOL LINKS & TRANSFER TO SECONDARY

ADMISSION OF PUPILS TO DURLEY SCHOOL

Durley Primary is a Church of England (Controlled) Primary School catering for boys and girls aged between four and eleven. Children are normally admitted in the September at the beginning of the school year in which their fifth birthday occurs.

The published admission number for the school (number admitted into each year group) is 20. The Admissions Policy included in this document details admission arrangements. A map showing the Durley School catchment area is available from the school office. The Early Years Foundation Stage Co-ordinator and Headteacher have close links with many of the local Pre-schools including the Durley Ladybird Pre-school in the village.

The school has a comprehensive policy for induction throughout the summer term prior to admission into the Reception class. Pupils are invited into school for a pre-school session each week with the class teacher. During these sessions children can select a school library book to take home, play in the classroom and outdoor play area, and meet with other children. Parents are invited to stay for coffee during these sessions. There is also an evening induction meeting for parents, where they will receive information about the school.

ADMISSION TO SECONDARY SCHOOL

The children remain in school until the end of the summer term of the year in which they are eleven, when they transfer to secondary school.

In September of the year children are aged eleven, parents will be sent information regarding transfer to secondary school. Wyvern College is our feeder school.

We also have a comprehensive transfer policy for pupils transferring to Wyvern College. A copy of the Secondary Transfer liaison Policy can be obtained from the school office. All children will have the opportunity to visit their new school for a day during the summer term.

