

# Nursery Prospectus

2025-2026



**Durand Primary and  
Nursery School**  
Ysgol Gynradd a Meithrin Durand

# ***Welcome to Durand Primary and Nursery School***

***Croeso I Ysgol Gynradd a Meithrin Durand***



## **Durand Primary School**

**Alianore Road**

**Caldicot**

**NP26 5DF**

**Telephone: (01291) 422296**

**Headteacher: Mrs Hannah Kilbourn**

**Chair of Governors: Emma Wilcox**

**Email: [dur.primary@monmouthshireschools.wales](mailto:dur.primary@monmouthshireschools.wales)**

**Website: [www.durand.wales](http://www.durand.wales)**

**Twitter: [@DurandPrimary](https://twitter.com/DurandPrimary)**

**Schoop ID: [9713](#)**



# Welcome to Durand Primary and Nursery School

Croeso I Ysgol Gynradd a Meithrin Durand

Dear Parents / Guardians,

A very warm welcome is extended to you and your child from all the Pupils, Staff and Governors at Durand Primary School. Here at Durand Primary we pride ourselves on being a 'School Family' with well-being at the core of everything that we do. I hope that you will enjoy being part of our school community and that your son / daughter will remember our school with pleasure and affection.

This prospectus is intended to introduce our school to you, providing you with information regarding our aims, administration, and general organisation. The prospectus should answer any immediate questions and offer details which should prove helpful throughout the academic year.

We believe it is important that as a parent / carer you feel welcome in school. Education is a partnership between home and school with a shared responsibility based on trust and mutual understanding. The co-operation and participation of parents with our school in the education of their child is positively encouraged. A good relationship between school and home builds a child's confidence, aids their learning, and helps them to fulfil their potential in all areas.

This is a happy vibrant school where all children will be given the opportunity of learning in a caring, supportive, and stimulating environment. We aim to give your child the opportunity to develop to their full potential intellectually, morally, socially, and spiritually.

Our welcome to you and your child is warm and on-going and we invite you as parents to support us in our work. We hope this prospectus gives you an insight into what school life is like for our children. Of course, the best way for you to get to know us is to come and visit. We welcome visits from all our parents and are always keen to hear your views. We want to foster close working relationships with all our families so that the children benefit from their time with us as much as possible.

Mrs Kilbourn, will be willing, as are the rest of the staff, to talk to parents at any mutually convenient time.

I wish everyone who is part of the Durand School Family the best of luck for the future –

**AIM HIGH & BE AMAZING!**





## Welcome to Durand Primary and Nursery School

Croeso I Ysgol Gynradd a Meithrin Durand

Dear Parents / Guardians,

On behalf of the Governing Body I would like to reiterate our Headteacher's welcome to new parents and to thank existing parents for their continuing support. I am sure that you will find this latest edition of the prospectus useful and informative not only now but as the school year progresses.

We are very proud of Durand Primary School. Our staff are highly motivated, caring and professional in all aspects of education and under the leadership of our Headteacher, Mrs. Hannah Kilbourn. I am fully convinced our children will receive the help, guidance and support they need to in order to achieve their full potential.

All of the Governors actively support the Headteacher and school personnel in achieving the school's aims and objectives whilst constantly seeking to improve standards across the curriculum. As Governors we all have particular responsibilities and are frequent visitors to the school.

Our children's education is an essential foundation stone for the rest of their lives. We are committed to providing them with the highest standard of teaching and learning in a safe caring environment in which they will receive a thorough, rounded and totally enjoyable education during these their formative years.

We look forward to achieving this with your assistance and support.

Yours sincerely,

Chair of Governors





## Mission Statement and School Aims

Datganiad Cenhadaeth a Nodau'r Ysgol



*'Learning Together, Achieving Together'*  
*'Dysgu Gyda'n Gilydd, Cyflawni Gyda'n Gilydd'*

### Vision Statement

***We will provide the very best education for all members of our school community by nurturing well-being, recognising all learners as individuals and having high expectations throughout our curriculum.***

### Aims

The community of Durand aims to:

- Encourage and equip our learners with the knowledge, skills and experience to thrive as Welsh citizens in an ever-changing world.
- Ensure our learners have developed the appropriate skills to be literate, numerate and digitally competent, as well as being able to contribute in the language of Welsh and show an appreciation of international languages.
- Develop healthy, confident individuals, ready to lead fulfilling lives as valued members of society.
- Create a learning environment that will develop ambitious, capable learners, ready to learn throughout their lives.
- Encourage our learners to be enterprising, creative contributors, ready to play a full part in life and work.
- Develop ethical, informed citizens of Wales ready to take their place within the wider world.
- Promote an ethos where all pupils and staff feel happy and confident to further develop their learning.
- Encourage everyone to respect individuality and difference in others and to respect and care for the environment in which they live.
- Work in partnership with parents, carers, governors and other professionals to develop and sustain positive relationships, both within school and as part of the wider community, ensuring that everyone feels welcome and a valued member of our Durand School Community.



## Our School Staff

Ein Staff Ysgol

### Senior Leadership and Management Team

**Headteacher**

Mrs H. Kilbourn

**Acting Deputy Headteacher**

Mrs K. Gordon

**Inclusion Manager**

Mrs J. Dunn

**Professional Learning Manager**

Mr W. Marangon

**School Administrator**

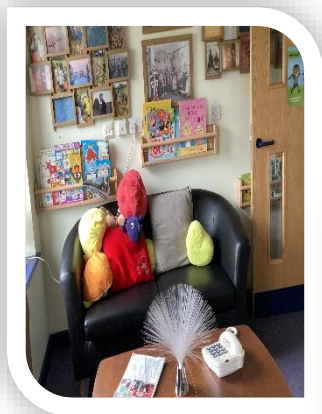
Mrs M. Salisbury

### Nursery Staff



**Mrs K Sheldrake**

**HLTA Nursery Lead with help from teaching assistants.**





## Nursery Information

Gwybodaeth am y feithrinfa

### **ABSENCE AND ATTENDANCE AT NURSERY**

- Please telephone the school immediately if your child is absent.
- Children must attend the five sessions each week unless there is a good reason for their absence e.g. illness.
- If your child is absent with a 'tummy upset' i.e. sickness and diarrhoea, please do not send him/her back to the Nursery Unit for at least 48 hours after the last time they have been sick or had diarrhoea.
- Persistent, unexplained absences will be brought to the Headteacher's attention.

### **ADMISSIONS**

- Children are admitted to our Nursery at the beginning of the Term after they have reached the age of three years.
- Applications can be made via the Local Authority, Monmouthshire County Council admissions department, Pupil and Student Access unit.

### **ADDITIONAL LEARNING NEEDS**

- The most effective means of identifying children with special educational needs is by using the class teacher's skills, in which the teacher becomes aware through daily contact with the same children, that some have significantly greater difficulty in learning than the majority of children of the same age.
- Parents are made aware at an early stage that their child is experiencing particular difficulty.
- Children are never referred to support services before discussions take place with parents / carers.

### **ARRIVAL AND COLLECTION OF PUPILS**

- A responsible adult (that is someone over the age of sixteen years) must hand nursery pupils over to one of our Nursery members of staff.
- Nursery pupils must never be allowed to walk to the Nursery door on their own.
- The same rules apply when Nursery children complete a session.
- Nursery staff will only allow pupils to leave if a responsible adult is at the gate / door to collect the child.



#### **Arriving**

- The morning session starts at 9:00am
- Morning session pupils are brought to the back entrance of the Nursery.
- Please set a good example and ensure that your child does not arrive late for Nursery.
- Never leave pupils to wait on their own.

## **Collecting**

- The morning session ends at 11.30 a.m. Pupils should be collected on time. It can cause young child great distress if parents are late collecting him/her.
- Morning session pupils are taken by school staff to be collected from the security gate.
- If a different person is collecting your child, the Nursery staff must be informed of this change. The school does not like handing over pupils to 'unfamiliar' adults.

## **ASSESSMENT OF PUPIL'S PROGRESS**

Our Nursery staff keep records of progress for all Nursery pupils. These records concentrate the children's overall development which, as well as focusing on the six Areas of Learning and Experience within the Curriculum for Wales Framework, includes Physical and Social skills progress.

The 6 Areas of Learning Experience are:

- Expressive Arts
- Health and Wellbeing
- Humanities
- Languages, Literacy and Communication
- Mathematics and Numeracy
- Science and Technology



These records are passed to appropriate schools on transfer.

## **BULLYING**

- The school has an Anti-Bullying Policy, which is implemented by all staff and is available for parents to view if requested.
- Parents are encouraged to report any incidents of bullying to the Headteacher immediately and an investigation will be held.
- Parents of bullies will be informed, and sanctions undertaken.
- The school will not tolerate any kind of physical or verbal bullying by any pupil and all incidents are taken seriously.

## **CHARGING / REMISSIONS POLICY**

- In accordance with the 1988 Education Act parents are asked to make a voluntary contribution towards the cost of certain activities.
- It is necessary to state that no child will be excluded from an activity if a parent chooses not to make a voluntary contribution, but equally, if there are not enough contributions for the activity to be viable then it will be necessary to cancel the event.
- The school will try to keep the costings of such activities as low as possible and they must have a relevance to the educational aims in the classroom and school.
- If any parent has a genuine hardship and cannot make a voluntary contribution either in full or in part, they should discuss the matter with the Headteacher who will offer advice on the situation.

## CLOTHING

- As members of our school we encourage all our Nursery pupils to wear School uniform.
- School uniform is available to purchase from MyClothing.com or alternatively you can purchase from any retailer who supplies school uniform.

Our School uniform consists of:

- White polo shirt
- Red sweatshirt / jumper / cardigan
- Grey trousers / grey skirt / black or grey jogging bottoms



### **Labelling Clothes**

- All top clothes, coats, shoes, jumpers, cardigans, sweatshirts, wellingtons should be clearly labelled with your child's name.
- Outdoor play is an important part of the Nursery curriculum and will take place, weather permitting, throughout the year.
- For this purpose, especially during the winter, please ensure children have a coat, and labelled gloves, hat and scarf.
- In the summer children will need a sun hat with their name inside.

### **Jewellery**

- If your child has pierced ears he / she must wear studs.
- Loop earrings are not allowed.
- Rings, necklaces, bracelets, watches and other items of jewelry are strictly forbidden.

## COMMUNICATION

It is very important that parents feel involved in school life and we, as staff, want to make sure your children are happy and doing well. One important way of doing this is by keeping in touch.

We use the following methods for communicating with our families:

### **Schoop**

Here at Durand Primary our main way of communication to all parents / carers is via an app called Schoop. This is a one-way push messaging system and is our main channel for sharing information with our families. It is an easy and effective app to use. **Our Schoop ID number is 9713**. You will receive notifications, important alerts, information about school events, newsletters, calendar dates and much more. The system is also linked to our website: [www.durand.wales](http://www.durand.wales)

Please share this information with **everyone** who needs to be kept informed about our school - Parents, carers, grandparents, childminders etc.

### **Newsletters**

Regular newsletters are sent out via Schoop and can also be viewed on our school website. Please read these as they contain important information and dates for your diaries.

### **School Website**

There is a lot of useful information for parents on our school website – [www.durand.wales](http://www.durand.wales)

### **Twitter**

We use twitter to celebrate all the wonderful learning that takes place in our school. You can follow us on [@DurandPrimary](https://twitter.com/DurandPrimary)

## Email

Our Teaching staff can be contacted by email during normal school hours using their hwb email address. However, you may not receive an immediate response due to their teaching commitments.

## Parent Consultations

Parent consultations are held twice a year and are a great opportunity for you to discuss your child's progress and raise any concerns with your child's teacher. Annual reports are sent out to parents at the end of the academic year, after which parents have the option to discuss these too.

## COMPLAINTS

The majority of issues raised by parents, the community or pupils are concerns rather than complaints. At Durand Primary we are committed to taking concerns seriously at the earliest stage. We hope that the school can resolve any issues that parents may have. Therefore, any concerns in the first instance should be made to the class teacher then the Headteacher if necessary. It is hoped that in most cases problems will be dealt with at this level. If the complaint at this level cannot be resolved, you may wish or be asked to follow the school's formal complaints procedure.

Our School Complaints Procedure is available from the school office on request or can be found on our school website.

## CURRICULUM

Durand Primary School has made great progress in implementing the new curriculum which becomes statutory from September 2022. You can find a guide to the new curriculum here: <https://www.theschoolrun.com/curriculum-for-wales>

The Curriculum for Wales will take place through six Areas of Learning Experience (AoLE) with Four Purposes at its heart.

The 4 purposes are for our learners to become:

- Ambitious, capable learners who are ready to learn throughout their lives.
- Enterprising, creative contributors who are ready to play a full part in life and work.
- Ethical, informed citizens who are ready to be citizens of Wales and the world.
- Healthy, confident individuals, ready to lead fulfilling lives as valued members of society.

The 6 Areas of Learning Experience are:

Expressive Arts  
Health and Wellbeing  
Humanities  
Languages, Literacy and Communication  
Mathematics and Numeracy  
Science and Technology

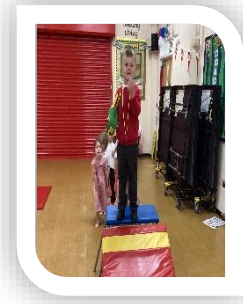


## Progression Steps

The Curriculum for Wales is a curriculum designed as a continuum for pupils from the age of 3-16 divided into five progression steps. Within a Primary School learning is within Progression steps 1, 2 and 3 with Progression reference points at age 5 (Progression Step 1), at age 8 (Progression Step 2) and at age 11 (Progression Step 3).



Our Nursery pupils work within Progression Step 1 and will learn through a topic-based approach within an overarching theme of 'Seize the Season'. Most of the learning within our Nursery is practical and is through a learning through play approach.



### **FOOD AND DRINK**

- Fruit or other healthy snacks are provided by yourselves, the parent/guardians for 'snacktime'.



### **GOOD BEHAVIOUR AND DISCIPLINE**

- Good behaviour is a necessary condition for effective teaching and learning to take place.
- Pupils are expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people at all times.
- Our pupils will be trained and expected to co-operate with his teachers and other children, cause no danger or discomfort to himself or others, have a proper respect for books, equipment, the building and other people's property.
- We believe that the 'old fashioned' virtues of honesty, courtesy, punctuality, etc., are still of importance in a civilized society.
- Parents will be contacted if a child is persistently badly behaved.

### **GROUNDS**

- The school grounds are the property of Monmouthshire County Council.
- There is no public right of way through the grounds and it is the Council's policy not to allow unauthorised use.
- Dogs, other than guide / assistance dogs, should not be brought into the school grounds under any circumstances as young children may be afraid and fouling is a health and safety risk.



### **HEAD LICE**

- Regular checks should be made to ensure there are no head lice.
- If a parent finds traces of head lice, please inform the Nursery staff.
- Pupils who show signs of having head lice should be treated immediately with the correct lotion obtainable from the doctor or chemist.

## **HOLIDAYS**

- A child may be allowed leave of absence from Nursery for up to two weeks in any twelve months in order to accompany a parent on his / her annual holiday, please email [dur.primary@monmouthshireschools.wales](mailto:dur.primary@monmouthshireschools.wales) requesting absence from nursery.

## **ILLNESS**

- If a child becomes ill or has an accident in Nursery, we often find it desirable to contact the parent.
- This is not done necessarily because the child is seriously ill or badly hurt but because he / she may need the comforting presence of a parent.
- When a parent cannot be contacted at home, their representatives will be informed. If neither parents nor their representatives can be contacted, then the child will have to remain in the Nursery unit until contact can be made or the session ends.

## **INJURIES**

- If an injury occurs which appears to require immediate medical attention the parent will be contacted as soon as possible.
- In an emergency, however, the best interests of the child may be served by taking him / her for treatment (e.g. to the Casualty Department) immediately.

## **LATE ARRIVALS**

- Pupils who arrive after the registration period will be marked as "unauthorised".
- All late arrivals should report to the security gate and buzz the main school office after which a staff member will come and collect your son/daughter from the gate.

## **MEDICINE**

- Medicines are not administered in school except in the following circumstances: - cases of chronic illness or long term complaints such as asthma, diabetes or epilepsy.
- In any of these cases, parents are requested to discuss the situation with the Headteacher.

## **PARKING OF CARS**

- Visitors car park is available for dropping off and collecting pupils.
- Any vehicle causing danger or obstruction will be reported to the Police.

## **RELIGIOUS EDUCATION**

- Religious Education in nursery focuses on respect and positive relationships with peers and adults, good social behaviour, self-discipline, and development of personal values.

## SAFEGUARDING

The safeguarding and well-being of all our pupils is of paramount importance to us. All staff who work at Durand Primary School have had safeguarding training that equips them to recognise and respond to child welfare concerns. Any concerns are passed to the Designated Person for Safeguarding who follows strict guidelines, laid down in law, as to how to deal with any issues raised.

**The designated person** is Mrs Hannah Kilbourn, Headteacher

**The deputy designated persons** are Mr Anthony Moses, Deputy Headteacher, Mrs Juliet Dunn, Inclusion Manager and Mr Will Marangon, Professional Learning Manager.

## SCHOOL

- The children have several opportunities to join in with activities in the school and pupils from school visit the Nursery.
- Every Friday nursery pupils participate in whole school assemblies in readiness for September.



## SESSION TIMES

- Morning Session: 9:00am - 11:30am

## SUN & SUNTAN LOTION

- We actively encourage children to wear sun hats when they are outside on a sunny day.
- Any sensible type of sun hat is perfectly acceptable as long as it is clearly labelled with the owner's name.
- Staff encourage children to seek out shade during very hot days.
- We strongly suggest that you apply lotion to your child before your child's nursery session during the summer or on sunny days.

## WELSH

- The children are taught a few words of Welsh and also have the opportunity to learn about Wales and its language.

