



COOL
Summer
English Discovery Camp

Information for parents

July 2022

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Discover your talent with us this summer

At Caxton, our Summer courses are designed **to make the most of the Summer months** in the most enjoyable way possible, combining lessons with fun workshops and sports.

Students work with **specialist teachers in reduced groups** to learn in a dynamic class, tailored to their needs.

Baby Caxton - Year 2 pupils work around amazingly interesting topics designed by our Primary coordinators. This way, they enjoy their summer, while getting ready for the next academic year and completing their summer homework.

Amazing topics:

In the Garden (DOB 2019-20)

Magical Summertime (DOB 2018)

Air & Space (DOB 2017)

Fantastic Fire (DOB 2016)

Giants (DOB 2015)

Year 3-Year 6 students combine a daily session of **Science & Art**, and homework in a camp that inspires creativity, combining fascinating experiments with fun.

Some of our Art topics: drawing, tie-dye painting, puffy painting, weaving, and a lot more!

And Science! Water cycle & water pollution, eco-friendly alternatives to plastic, launching our own space rocket, simulating black holes, building a circuit, etc!

If your child has any special education needs, please inform Coordination to make sure our summer programme can accommodate to their needs.

A Healthy Summer...

To complement pupils' learning of English, each day will include an initiative to reinforce the importance of a healthy lifestyle or looking after our planet. These small initiatives are as follows:

- **Mindful Monday** – brief relaxation sessions
- **Tasty fruit Tuesday** – bring fruit for your morning snack!
- **Waste-free Wednesday** – bring your snack in a reusable container!
- **Thirsty (water) Thursday** – remember how important it is to drink a lot of water!
- **Sugar-free Friday** - today my snack is sugar-free!

Workshops and optional extras

Every week, each class group (from RE-Y7) takes part in a different workshop.

Our workshops cover various sports and physical activities, as well as artistic, music and dance disciplines, students will have fun and develop new skills.

Students can also have extra coaching in **swimming & tennis**.

Swimming:

Private lessons - minimum age: DOB in 2020 (price for ten lessons).

Group lessons - minimum age: DOB in 2018. Five lessons per week.

Lessons take place in the indoor pool, during swimming time.

Tennis:

Minimum age: DOB in 2015, 10 lessons per fortnight.

Lessons take place during workshop time.



Drop-off and pick-up procedure

Only students will be allowed to enter the indoor school facilities. Parents and family members will only be allowed to access the **outdoor school facilities**, whilst wearing a **face mask** and following requirements for **social distancing**. School staff will help you find the drop-off and pick-up areas.

Students must come to school wearing a face mask and go to the corresponding entrance. School staff will indicate where they should go.

If travelling by **car**:

Drop-off. Students may arrive between 9:20 and 9:40am. Parents are asked to park and accompany their children to the corresponding drop-off points.

Pick-up. Students should be collected between 4:40pm and 5:00pm. Parents should come to the appointed pick-up area and wait outside the school facilities. Students will be released from class in a staggered fashion.

Only one adult will be allowed access to the outdoor drop-off or collection area for their children.

We will inform you by email about the corresponding drop-off and pick-up area. If you have any queries, please contact school staff at any time.

To pick up your child you will be required to show the card with the pupil's name that will be sent to you by email. Cards can be printed or shown on your mobile phone. If a different person will be collecting your child, please provide them with the card by email, WhatsApp or a printed copy.

If using **school bus transport:**

Bus services have been designed to abide by the health and safety requirements established by local authorities. Students and school bus staff are required to wear a face mask at all times on the bus.

Staff on duty will accompany students to their classrooms. Please arrive at the assigned bus stop five minutes before the scheduled time, both in the morning and in the evening.



If you arrive late to pick up your child, the school bus will continue on its usual route with the child on board. No child can be left at the drop-off point without prior authorisation from a parent. Should this happen, you will have to phone the school, where you will be told where you can collect your child.

Bus changes are not allowed.

What to bring

Baby Caxton Children

For **classes**

A small water bottle, bib, nappies and wetwipes, overall, full change of clothes - all items must be labelled with your child's name (including knickers and socks), a sheet for the siesta bed and a pair of shoes to be used at school. We will take off the children's street footwear on their arrival and we will put it on before they leave home.

For the **playground**

Swimming sandals (not flip flops) to wear for water activities outdoors, suncream, sun hat, towel, healthy morning snack every day (no sweets or chocolate please). The school will provide your child with the afternoon snack.

For the **swimming lessons**

Swimsuit, swimming sandals, towel, swimming cap.

All clothes and personal items must be labelled with your child's name.

Rest of pupils

For **classes**

- Surgical face mask, a spare face mask, and a small plastic bag so they can keep the mask in it when they are not using it.
- Water Bottle labelled with your child's name
- A full pencil-case with pencils, color pencils, glue, and scissors (these items cannot be shared between students or borrowed from school)
- Year 1 - Year 7: a small notebook

For the **playground**

Suntan lotion, a cap, and a healthy morning snack for break time.

An afternoon snack will be served to pupils from NU-Year 2.

For the **swimming pool**

Swimsuit, suncream, flip-flops, towel, swimming cap and, preferably, swimming goggles.

All clothes and personal items must be labelled with your child's name.



Contacting the School

Main Office: **961 424 500**
cursosdeveranocaxton@caxtoncollege.net

The administration offices and Main Office will not be open to the public. All contact should be by phone or email.

If your query or a face-to-face meeting is essential, you should request an appointment via email or phone.

Parents and teachers will keep in daily contact through the app ClassDojo. Your child's teacher will give you access to this app once the summer camp starts. Parents will be able to send notes to their children's teacher using this app.

At the end of the course, parents' meetings with teachers will be held in person or online, through the platform **Google Meet**.

If your child needs to leave school outside of the usual time, please contact the school's Main Office to find out what other times are possible.

We kindly ask parents to inform the school of all foreseeable absences or lateness to class.



Medical Assistance

Caxton College has a school clinic that attends to immediate medical needs our students may have.

In the case that a student feels unwell or shows any symptoms of illness, the school nurse will be informed and she will assess the situation.

If it is necessary to inform parents to pick up their child, the school nurse will instruct the student to wait at the Main Office or in the clinic.

If pupils need to take any medicine during the school day, the medicine should be labelled with the pupil's full name, the time it should be administered and the dosage. The medicine should be handed directly to the bus monitor or to the person at the entrance gate for pupils who arrive by car. Medicine should NOT be placed in the pupil's backpack.



Health Measures

All students must fill in an acceptance and consent form in order to be enrolled in our summer course.

Health & Safety Policy

Classrooms and school facilities

- Students in Primary will be working in ‘bubbles’ whilst Secondary students will maintain a safe distance of 1.5 metres apart.
- Infants, as well as NU and RE students must wear a mask when entering and leaving the school. Inside the school, they will work and move in ‘bubbles’, so they do not need to wear a mask in class and on the playground.
- From the age of 6 (Primary/Year 1) onwards, students must wear a face mask at all times.
- Drinking fountains will be closed. Students must bring a properly marked bottle of water that they can fill up at school when they need it, following the instructions of school staff.

- All students must bring their own face mask and a bag to keep it in whenever they are not using it.
- In Primary and Secondary each student will sit at an assigned seat.
- All school staff will wear the PPE established by authorities for the safety of students, teachers and rest of staff.
- Groups will use the playgrounds and move about the school in a staggered fashion.
- At lunch, children will eat in a designated seat.
- Circulation paths will be clearly marked to avoid agglomerations of students in the areas of heaviest traffic.
- The capacity of the pool has been reduced and 4 new changing rooms have been opened to ensure a safe distance between students.
- During pool time, areas to leave towels, flip flops, etc., will be clearly indicated to maintain the required safe distance.

Hygiene measures

- Hand hygiene will be carried out upon entering the school, before and after each play time, before and after eating and prior to leaving the school.
- There will be constant air flow and room ventilation during the day, keeping windows and doors open.
- Dining room tables will be cleaned after each group rotation.
- Washrooms are cleaned with sanitising products several times a day.

Health measures

Please check your child's temperature at home daily and do not send them to school if they have a temperature of 37 or higher or show any symptoms of illness.

Students showing the following symptoms are not allowed to come to school during the COVID-19 pandemic:

- Temperature of 37^o or higher
- Symptoms of illness
- Vomiting or diarrhoea

Protocol if a student shows possible symptoms of COVID-19

- Parents must be prepared to pick up their sick child from school within 30/60 minutes of a call from the school nurse.
- Students with fever or possible symptoms of COVID-19 will wait in a specific room, wearing a face mask, until they can be picked up by their parents or guardian. Parents will be given instructions by the school nurse as to how to proceed.
- If a student tests positive for COVID-19, parents must inform the school and the school nurse will provide the relevant indications.

Timetables

Baby Caxton & Pre-Nursery (DOB 2019-20)

| Time | Activities |
|---------------|--|
| 10:00 – 10:50 | Class – Preparation for the pool |
| 10:50 – 11:20 | Water games |
| 11:20 – 12:00 | Classroom activities |
| 12:00 – 12:30 | Lunch |
| 12:30 – 15:00 | Nap time – Playground playtime |
| 15:00 – 15:30 | Classroom activities |
| 15:30 – 16:00 | Snack |
| 16:00 – 16:30 | Classroom activities |
| 16:30 – 17:00 | Preparation for exiting to buses – Buses departure |

Nursery (DOB 2018)

| Time | Activities |
|---------------|--|
| 10:00 – 10:40 | Class |
| 10:40 – 11:30 | Swimming Pool & Water Games in pond area |
| 11:30 – 12:00 | Class |
| 12:00 – 12:50 | Lunch |
| 12:50 – 14:10 | Nap time – Playground playtime |
| 14:10 – 15:20 | Class |
| 15:20 – 15:50 | Snack |
| 15:50 – 16:30 | Class |
| 16:30 – 17:00 | Preparation for exiting to buses – Buses departure |

Timetables

Reception (DOB 2017)

| Time | Activities |
|---------------|--|
| 10:00 – 10:40 | Class |
| 10:40 – 11:00 | Playground - Playtime |
| 11:00 – 11:50 | Class |
| 11:50 – 12:40 | Swimming Pool & Water Games in pond area |
| 12:40 – 13:30 | Lunch |
| 13:30 – 14:20 | Workshops |
| 14:20 – 15:20 | Class |
| 15:20 – 15:50 | Snack |
| 15:50 – 16:30 | Class |
| 16:30 – 17:00 | Preparation for exiting to buses – Buses departure |

Year 1 & 2 (DOB 2016)

| Time | Activities |
|---------------|--|
| 10:00 – 11:00 | Class |
| 11. 00- 11:20 | Playground time |
| 11:20 – 12:10 | Swimming Pool |
| 12:10 – 13:20 | Class |
| 13:20 – 14:00 | Lunch |
| 14:00 – 14:50 | Workshops |
| 14:50 – 16:10 | Class |
| 16:10 – 16:30 | Playground time |
| 16:30 – 17:00 | Preparation for exiting to buses – Buses departure |

Timetables

Year 2 (DOB 2015)

| Time | Activities |
|---------------|--|
| 10:00 – 11:00 | Class |
| 11:00 – 11:20 | Playground time |
| 11:20 – 12:30 | Class |
| 12:30 – 13:10 | Lunch |
| 13:10 – 14:00 | Workshops |
| 14:00 – 15:00 | Swimming pool |
| 15:00 – 16:10 | Class |
| 16:10 – 16:30 | Playground time |
| 16:30 – 17:00 | Preparation for exiting to buses – Buses departure |

Year 3 – Year 7 (DOB 2014-2010)

| Time | Activities |
|---------------|--|
| 10:00 – 11:00 | Class |
| 11:00 – 11:20 | Break time |
| 11:20 – 12:10 | Workshops |
| 12:10 – 13:10 | Class |
| 13:10 – 13:50 | Lunch |
| 13:50 – 15:00 | Class |
| 15:00 – 15:50 | Swimming pool |
| 15:50 – 16:30 | Class |
| 16:00 – 17:00 | Preparation for exiting to buses - Buses departure |

General rules

Students must wear comfortable sports clothing to participate in the programmed activities. No bracelets or rings will be allowed. Fingernails should be trimmed short. Students must wear their hair tied back.

The school reserves the right to search students' belongings if considered necessary.

Students are not allowed to bring energy drinks to school, nor to eat or drink in class.

The use of electronic devices is not allowed in class, unless the teacher has first given permission. We expect students to use them responsibly during breaks and lunchtimes.

The school will not accept any responsibility for electronic devices or valuables that are lost or broken.

Behaviour Policy

The school has established a behaviour policy specifically for the summer camps with the aim of creating a single discipline code that allows for behaviour to be monitored not only in lessons, but also during workshops, pool time, on the bus and playground, and in the dining room.

In this way, with the collaboration of teaching and non-teaching staff, we can limit the number of incidences of poor behaviour, and make the most of our summer.

Minor incidents:

- Unjustified lateness to a lesson or workshop
- Unpleasant behaviour toward classmates
- Disobeying a teacher, instructor or monitor
- Not following class or training rules
- Using rude language
- Pushing, shouting or running in the corridors
- Wearing inappropriate clothing

Serious incidents:

- Leaving a lesson
- Aggression toward classmates
- Repeated use of profane language
- Missing a lesson or workshop by staying on the playground
- Insulting or showing lack of respect for a teacher, instructor or monitor
- Not going to the dining room
- Bringing dangerous or inappropriate objects to school
- Vandalism
- Using a mobile phone during a lesson without the teacher's permission
- Stealing or damaging others' belongings

Very serious incidents:

- Aggression
- Bullying
- Leaving school grounds
- Three serious incidents

Most cases of unacceptable behaviour are spontaneous, unintended acts that the pupil immediately regrets. In these cases, the teachers will correct this sort of behaviour at once.

In the case of continuous unacceptable behaviour, parents will be contacted by the school to consider the problem jointly. If a pupil is involved in three serious incidents, the school reserves the right to expel them from the summer course.

Any student who jeopardises the integrity or safety of others will be expelled without hesitation.

We expect parents to support us in implementing this code of conduct as we believe that, discipline is a responsibility shared between parents and teachers.



**BSO
Outstanding
School**



Excellence
in Education

For more information, phone us or visit our web page

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