



**CAXTON COLLEGE**  
BRITISH SCHOOL SINCE 1987

***Parents' Handbook***  
***Early Years Foundation Stage***  
***Baby Caxton, Nursery & Reception***  
2022-2023



# CONTENTS PAGE

<b>1. Welcome from the Headteacher</b>	<b>3</b>
<b>2. Key Information</b>	<b>4</b>
Term Dates	4
Primary School Structure	4
Website	5
Ethos, Mission Statement and Values	5
The School Day	6
Communication between Parents and the School	7
Parent Meetings	9
Absence	9
School Medical Assistance	10
Curriculum	10
Psychology and Special Education Needs (SEN) department	13
Behaviour	13
Safeguarding	14
Equipment	15
Dining Room, Snacks and Food	16
<b>3. Information for Parents of New Pupils</b>	<b>17</b>
Baby Caxton children	17
Nursery children	18
Reception children	18
The First Day	18
<b>4. Uniform</b>	<b>19</b>
<b>5. Other Information (A-Z)</b>	<b>21</b>

# 1. WELCOME FROM THE HEADTEACHER

Welcome to this new academic year. I along with the whole of the Primary team are really looking forward to an exciting year ahead. This parent handbook contains important information that will enable us to make this a very positive and rewarding year.

Caxton College is an extraordinary learning community where our teachers, staff, pupils and families actively engage in making excellence happen every day.

I believe strongly that educating your child is built on a foundation of open communication, so we look forward to working with you and your child. Together we can make a difference! You can help us by sending us well-rested children with a full tummy and a hug and a kiss still fresh on their minds. What a delightful way to start each day!

You will receive additional communication throughout the school year but please feel free to contact us at any time if there is a question or situation you'd like to discuss.

Here's to an excellent school year!

Ms Barbara Stenhouse  
Headteacher

## 2. KEY INFORMATION

### TERM DATES

#### **Term 1:**

Starts: Baby Caxton: Friday, 2 September 2022 / Nursery - Year 6:  
Thursday, 8 September 2022

Ends: Thursday, 22 December 2022

#### **Term 2:**

Starts: Monday, 9 January 2023

Ends: Wednesday, 5 April 2023

#### **Term 3:**

Starts: Tuesday, 18 April 2023

Ends: Nursery - Year 6: Thursday, 22 June 2023 / Baby Caxton: Friday, 30  
June 2023

Dates for other holidays and all year group events can be found in the Parent Area. The school also offers 'Holiday Camps' during holiday periods. We will inform you about these throughout the academic year.

### PRIMARY SCHOOL STRUCTURE

The school has a long serving Primary Leadership Team (PLT) made up of:

- **Headteacher** - Ms Barbara Stenhouse
- **Deputy Headteacher** - Ms Jody Sayce (curriculum and assessment)
- **Assistant Head: Behaviour and Digital Learning Coordinator** -  
Mr John Fraser
- **Assistant Head: Early Years Coordinator** - Ms Karen Fraser
- **Psychologist** - Ms Silvia Sanchis
- **SENCo** - Ms Mary Jordan

The following members of staff are responsible for their department:

- **Spanish Language, Sociales, Valenciano** - Ms Ángela Bas  
(Reception - Year 2) and Ms María Clement (Year 3-6)
- **Music** - Ms Mariette Van der Woude
- **PE** - Mr Víctor Ramón

## WEBSITE

**www.caxtoncollege.com** gives you information about the school, up-to-date news, access to the Parent Area and links to all social media.

## ETHOS, MISSION STATEMENT and VALUES

### Ethos

Our ethos is at the heart of everything we do and is understood and followed by all pupils and staff.

*Inquisitive minds* , *creative hands* , *caring hearts* .

### Our Mission Statement

- Our school environment is welcoming and friendly
- We are positive role models and lead by example
- We are all learners and we work as a team
- We innovate, inspire, challenge and have fun!
- We empower others to do and to become the best they can
- We have high expectations and believe we can!

### Values

We have six core values which all pupils work on during the year. The aim is for Year 6 pupils to leave Primary being clear about each value and what it looks like.

### ..... Our Core Values .....



## THE SCHOOL DAY

The school is open for pupils from **8:50am - 4:50pm** and children are expected to attend school every day unless they are ill.

A copy of your child's class timetable will be uploaded onto your Parent Area.

### **Entrance and Exit Procedure**

All pupils should arrive between 8:50 and 9:15am ready for their first class, which starts at 9:25am. The entrance and exit procedure will be sent separately.

#### **Entrance**

##### Children arriving by car:

School gates are open from **8:50 until 9:15am** for children arriving by car. Parents can park in the underground car park.

Staff will supervise throughout the school.

##### Children arriving by bus:

Baby Caxton, Nursery and Reception pupils will be taken to their classrooms by an adult.

Year 1 - 6 pupils enter via the fishpond gate.

Staff on duty will ensure pupils enter school correctly.

#### **Exit**

##### Children leaving by bus:

All pupils will be accompanied to their bus (Baby Caxton to Year 3) or bus area (Year 4 to 6) by a member of staff, and buses will leave school at 4:40pm. Pupils must always respect the bus rules.

### Children leaving by car:

All pupils will be accompanied to their designated car area which will open from **4:30 - 4:50pm**.

### **Leaving During the School Day:**

Pupils will only be allowed to leave school early in exceptional circumstances and with a valid and justifiable reason. The Primary Office must be informed in advance and the children can only be collected from the Primary Office **at 1:10 or at 2:50pm**.

## **COMMUNICATION BETWEEN PARENTS AND THE SCHOOL**

Communication is the key to a successful relationship between home and school and therefore, the happiness of your child.

The class teacher is the first point of contact for any concern. This can be done via the Schooltivity digital diary for Baby Caxton, and the digital platform ClassDojo for Nursery and Reception. You can also contact by sending a message through the Parent Area or phoning the Primary Office to arrange a meeting.

### **Digital Diary**

Class teachers will use a digital diary to communicate with parents. Baby Caxton parents must download the Schooltivity app to your mobile phone or tablet (a guide to downloading the app will be provided). For Nursery and Reception, parents must download the ClassDojo app.

There is not an expectation for staff to read Schooltivity or ClassDojo messages the moment they are received, as staff will be busy with your children, so please do not expect an immediate response. We do however endeavour to acknowledge all emails, messages and phone calls within 24 hours. If you need to communicate anything urgently to the class teacher you may call the Primary Office. Written messages for any other departments, for example clubs, dining room or transport should be sent directly from the Parent Area, not to the class teacher.

## Parent Area

All information regarding your child's education will be sent via the Parent Area, our school platform. Parents can contact any school department directly by sending a message via this platform.

This can be accessed using your unique parent username and password on the school website at [www.caxtoncollege.com](http://www.caxtoncollege.com). A reduced app version of the Parent Area is also available to download from the Apple Store/Google Play which is ideal for daily use. The majority of correspondence will be sent on Thursdays so we encourage you to check it on a weekly basis.

You will also find the school calendar, general relevant documents, documents specific to your child, correspondence on the Parent Area as well as your child's termly reports.

## Office Hours

The Primary Office is open between **8:30am - 5:30pm** during weekdays. If you need to call the school outside of these office hours, you can leave a message on the answer phone and it will be dealt with the following work day.

## Important Telephone Numbers

Primary Office	661 621 148
Baby Caxton	661 621 184
Main Reception	961 424 500
Clubs	661 621 064
Dining Room	661 621 081

## Visits

Any visitors should register on arrival and will be given a visitors' sticker.

## Your Contact Details

Please ensure that the school has all your up-to-date contact numbers, including mobile numbers, as well as home numbers for you. You can

check your details by clicking on the “Student file” section in your Parent Area.

If you change your contact details, the Primary Office should be notified immediately.

Please also ensure that the school has updated authorisation forms for the adults who are allowed to collect your child and the use of their image. Please note that if you should be away at any time, we will need a replacement contact number for the duration of your absence.

## **PARENT MEETINGS**

Parents are invited to a ‘Welcome Meeting’ in September to meet the class teacher and be informed about the day to day running of the year group and expectations.

The school organises individual meetings with parents during Term 1 and Term 2. These are an opportunity to have a conversation with your child’s class teacher regarding their progress and attitude in class. You will receive an email to invite you to sign up for these meetings which can be held online or in school. Should you or the teacher require any further meetings, these can be arranged.

Online meetings must be accessed using the parents’ Caxton accounts. Details can be found in the Parent Area.

## **ABSENCE**

The school needs to know the reason if a pupil is absent. On the first day (and any subsequent days) of any absence, we ask you to telephone the Primary Office on 661 621 148 or send a message via parent profile before 9:00am .

Attendance is recorded and appears on your child’s report. If a child’s absence rate is 15% or above, it will be reported to social services.

## SCHOOL MEDICAL ASSISTANCE

Dr. Mascarós visits the school every week. Caxton College also has a qualified Paediatric Nurse, María Benedí, who is on site during the school day. If your child has an accident or is unwell, the school nurse will help your child and assess whether he/she can be treated at school. In the case of an accident or illness requiring emergency help, the child will be taken directly from the school to Clínica San José in Pobla de Farnals or to the closest hospital.

Parents will always be contacted if your child is feeling unwell during the school day and in some circumstances, you will be asked to come and collect them.

### **Medicines in school**

Only medication which is absolutely necessary will be administered during the school day. In this sense, the doctor's prescription including the time and amount to be given, **MUST** be sent to school.

All medicines should be given to the bus supervisor or the supervisor at the entrance gate. It should never be sent in the pupil's school bag.

Parents should regularly check their child's hair for head lice and treat them immediately when necessary.

You can contact the school nurse via the Parent Area by sending a message to 'School Nurse'.

## CURRICULUM

The Early Years Foundation Stage is a very important stage as it prepares them for their future learning and success and helps them get ready for Key Stage 1. Their early years experiences should be happy, fun and active.

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding based on seven areas of learning and development. All areas of learning and development are important and interconnected.

There are 3 prime areas which develop children's curiosity and enthusiasm for learning which are:

- Communication and language
- Personal, social and emotional development
- Physical development

They will also develop skills in four specific areas:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

The teachers use these seven areas to plan your child's learning and activities whilst also following their needs and interests.

### **Communication and Language**

Pupils develop their confidence and skills in expressing themselves and to speak, listen, understand and respond in a range of situations both in Spanish and English.

### **Personal, Social and Emotional Development**

Pupils will develop a positive sense of themselves and others, form positive relationships and develop respect for others, they will learn social skills and how to manage their feelings and understand appropriate behaviour.

### **Physical Development**

Pupils will be active and interactive, develop coordination, control and movement.

## Literacy

We encourage pupils to listen carefully, link sounds and letters and begin to read and write both in Spanish and English. We encourage children to develop a love of stories and books.

## Maths

Pupils will develop skills in, understanding and using numbers. By the end of Early Years, pupils are capable of measuring, describing shapes and spaces and will have a deep understanding of numbers to 20.

## Understanding the World

Pupils will learn to make sense of their physical world and their community through exploring, observing and finding out about people, the past and the environment.

## Expressive Arts and Design

To explore and play with a range of materials and media, and participate in various activities in art, music, movement, dance, role-play and design.

## Creative Curriculum

At Caxton College we chose to design our own curriculum with creativity at its heart as creativity has been shown to accelerate learning through engaging the left and right sides of the brain simultaneously.

Teachers plan a 'creative curriculum' which means that all subjects, with the exception of maths, are integrated through one topic. The benefits to teaching a creative curriculum are that it:

- Is a skills based curriculum
- Teaches all objectives in a stimulating and purposeful way
- Stimulates pupils' natural curiosity
- Gradually develops spoken English and vocabulary
- Supports the development of problem solving skills, teamwork and creativity
- Creates meaningful links between subjects
- Teaches skills and knowledge from all subjects

## **Assessments and Reports**

Teachers monitor pupils' evolution through individual observations which are used to plan the next steps of learning for each pupil.

Reports are written termly and are uploaded on the parent profile on the penultimate day of term.

## **PSYCHOLOGY AND SPECIAL EDUCATIONAL NEEDS (SEN) DEPARTMENT**

Ms Silvia Sanchis, the Primary Psychologist, leads this department, and she is also supported by Ms Mary Jordan, SENCo, and Ms Marta Albert, Speech Therapist. They work closely with our staff to support pupils who have additional needs. Your child's speech is also monitored during these years and recommendations provided if necessary. Support is also provided for those pupils and families who may be experiencing any difficulties settling into school or with any developmental steps (e.g. sleeping, toilet training, welcoming a sibling, etc).

As well as providing support, the department also carries out diagnostic tests and gives educational advice through parent talks and uploading videos on the school webpage.

## **BEHAVIOUR**

Our ethos is to encourage and motivate children and celebrate their success, good behaviour and attitude. It is important that pupils are given clear boundaries but this is done in a warm, caring and nurturing manner.

We aim for our children to start to develop their independence and a sense of responsibility by introducing them to our Golden Guidelines. Staff model these guidelines, discuss them with the children and encourage all pupils to follow them:

- I speak kindly to other people
- I play nicely and don't hurt others
- I always try my best
- I always tell the truth
- I look after my things and my school

Pupil's good behaviour and attitudes are rewarded in a range of ways including verbal praise, stickers or a positive message home via the digital diary.

Any pupil who needs some extra help in this area will be supported by their teachers using various strategies. Parents will be contacted if it is felt necessary so that, together, we can support their child's social and emotional development.

More details can be found in the Behaviour Policy on the school web page:

<https://caxtoncollege.com/subidas/2022/01/behaviour-policy.pdf>

## **SAFEGUARDING**

Caxton College is committed to safeguarding and promoting the welfare of all pupils. We endeavour to provide a safe, caring and welcoming environment where our pupils are valued and respected. In Primary the Designated Safeguarding Lead (DSL) is Barbara Stenhouse and the Deputy Designated Safeguarding Lead (DDSL) is Silvia Sanchis. All staff are trained every year and follow the procedure should they have any concerns.

## **EQUIPMENT**

Children in the Foundation Stage need to bring the following:

### **Baby Caxton**

- A plastic cup, named
- A family photograph
- A spare set of clothes, including underwear, each item clearly labelled with the child's full name in a labelled plastic bag.
- A waterproof bag to be used to send clothing home is available from the school shop.
- A sheet for the siesta (size 129 x 54 cm). These are available to buy from the school shop. The sheet will be sent home on Fridays to be washed and it should be returned the following Monday.
- Children are allowed to bring a comfort toy to help them sleep at nap time.
- Nappies, cream and baby wipes (if necessary)
- Bib
- Dummy (if necessary)
- A small healthy snack for breakfast (eg yoghurt, fruit or a small sandwich) in a named plastic box. Sweets and chocolate are not allowed in school.
- Bus children: A car seat is not mandatory as all buses are equipped with seat belts. However, we strongly recommend one be used. If you would like your child to use a car seat then you must supply the school with one. Please contact the Transport Department who will inform you of the most suitable seat to use.

### **Nursery**

- A reusable plastic water bottle – named (please choose one your child can open and close independently)
- A small healthy snack for breakfast (eg. yoghurt, fruit or a small sandwich) in a named plastic box. Sweets and chocolate are not allowed in school.
- A family photograph
- A spare set of clothes, including underwear, each item clearly labelled with the child's full name in a labelled plastic bag.
- A waterproof bag to be used to send clothing home is available from the school shop.

- A sheet for the siesta (size 129 x 54 cm). These are available to buy from the school shop. The sheet will be sent home on Fridays to be washed and it should be returned the following Monday.
- Bus children: A car seat is not mandatory as all buses are equipped with seat belts. However, we strongly recommend one be used. If you would like your child to use a car seat then you must supply the school with one. Please contact the Transport Department who will inform you of the most suitable seat to use.

### Reception

- A plastic reusable water bottle – named (please choose one your child can open and close independently)
- A small healthy snack for breakfast (eg yoghurt, fruit or a small sandwich ) in a named plastic box. Sweets and chocolate are not allowed in school.
- A family photograph
- A spare set of clothes, including underwear, each item clearly labelled with the child’s full name in a labelled plastic bag.
- A waterproof bag to be used to send clothing home is available from the school shop.

No toys, stickers or money are allowed in school or on the buses.

## DINING ROOM, SNACKS and FOOD

### Dining Room

All pupils are served a healthy and balanced 3 course lunch every day in the dining room. The monthly lunch menu can be found in your Parent Area. For Baby Caxton the Schooltivity digital diary will also inform you of the menu each day.

If your child has a food allergy or a dietary need, please contact María Benedí, who is in charge of the school’s medical information, by sending a message to the ‘School Nurse / Enfermería’ via the Parent Area.

### Snacks

All pupils are encouraged to bring one small healthy snack for the morning, avoiding biscuits and sweets. Pupils may not bring in chocolate bars, crisps, nuts, kiwi fruit, peaches, chewing gum or sweets. Stones should be removed from any fruit please.

The school provides an afternoon snack for all pupils in Early Years.

At school, we are trying to reduce the use of plastic so we celebrate 'Waste Free Wednesdays'. Pupils should not bring single use plastic on this day.

### Food Items

Pupils are not allowed to share any food items with their peers for safety and hygiene purposes. Please speak to your child about the importance of this rule.

## 3. INFORMATION FOR PARENTS OF NEW PUPILS

Parents of new pupils should have access to the parent profile and will then have access to all information.

### Baby Caxton children

All Baby Caxton 1 and 2 children and parents are invited to come to school together on **Friday 2 September** to meet the teachers, visit the classroom and discuss your child's needs. For the remainder of that week the timetable is flexible to meet the needs of the children and parents. The Baby Caxton teachers will host a Welcome Meeting on **Thursday 8 September at 6:00pm**. You will receive an invitation via your Parent Area in September.

### Nursery children

The Nursery teachers will host an online Welcome Meeting for parents on **Tuesday 6 September at 3:00pm**. During the Welcome Meeting you will meet your child's teachers, receive important information, and have the opportunity to ask questions.

The following day, **Wednesday, 7 September**, you and your child are invited to the Nursery Welcome Morning (9:00 to 11:00am). It is an ideal chance to meet the teachers with your child and to meet other Nursery families.

### Reception children

You will be invited to a Reception Welcome Meeting on **Thursday 15 September at 6:00pm**. This is for all Reception parents, and is a chance to meet the teaching staff, receive further information and ask questions. We look forward to giving you a very warm welcome.

### **New Reception Pupils' Welcome Meeting:**

The meeting for parents **new to Caxton College** will take place in school on **Wednesday 7 September at 11:00am**. You will have the opportunity to meet members of the Primary Leadership Team (PLT) who will inform you about the day to day of Caxton and how we help new pupils integrate into their new school. We look forward to giving you a very warm welcome to our Caxton Community.

### The First Day

- If your child arrives by bus, a member of staff will help take them to their classroom.
- If your child arrives by car, please accompany them to their designated entrance and a member of staff will accompany them to their classroom.

## 4. UNIFORM

Children must wear their full school uniform every day. No other non-uniform items should be worn.

All clothing and equipment should be clearly labelled with your child's full name.

Children are expected to look smart. Long or shoulder length hair must be tied back and hair accessories should be school colours and discreet. Parents should regularly check their child's hair for head lice and treat them immediately when necessary.

The uniform requirements are listed below and all items are available from the school shop. Uniforms can be bought or reserved via an appointment with the school shop. You can make your appointment by phoning the school shop on 96 142 45 00 or sending a message via the Parent Area. Uniforms can be preordered during the summer holidays, and once your order has been prepared, you will be contacted to organise the delivery or collection of it.

For many reasons, we do not allow children to wear jewellery in school, except for a pair of small stud earrings.

# SCHOOL UNIFORM

## SUMMER UNIFORM (September, October and after Easter)

- Caxton navy blue shorts
- Caxton white short sleeved polo shirt
- Navy blue socks
- Navy blue shoes (no trainers or sandals are permitted)
- Caxton overall
- Caxton school backpacks are available in the shop (wheelie bags are not permitted)

## WINTER UNIFORM (from November to Easter)

- Caxton blue and green tracksuit
- Caxton white long sleeved polo shirt
- Navy blue socks
- Navy blue shoes (no trainers)
- Caxton overall
- Blue winter coat
- Caxton school backpacks are available in the shop (wheelie bags are not permitted)

## 5. OTHER INFORMATION (A-Z)

### Assembly

In Nursery from Term 3 and in Reception each year group has a weekly assembly which gives the children an opportunity to consolidate work being taught and celebrate successes together.

### Birthday Parties

Pupils can celebrate their birthday during the school day. Please contact the Main Office for details.

### Car Park

This year, the school car park will be open to parents and visitors.

### Caxton Alerts

Institutional WhatsApp for the purpose of sending out any emergency 'alerts' that may be necessary related to school. Please subscribe to this service using your personal mobile phone numbers in order to be sure that the messages reach you. Please save to your contacts the number: 697 633 335 as Caxton Alerts. Then send a WhatsApp message with the word 'Alta' to this same number. Once you have done this, you will automatically be included in this broadcast list.

### Charity

The school collaborates with different charities, at home and abroad, and organises various events to collect money or food items to give to those less fortunate than ourselves. Pupils are always informed about the charities we work with and feedback is given about any charity events.

### Class Changes

Normally each year group is split into 4 different classes and these are mixed again at the end of Reception by the class teachers, following the school criteria. Class changes make the children more open to making new friends and working with a range of children. The school does not accept requests from parents.

## **Club Activities**

A list of Extracurricular activities are available in your Parent Area.

## **Concerts**

Baby Caxton, Nursery and Reception prepare and perform a concert for their families during the school year. Dates are available in your Parent Area.

## **Curricular Enrichment**

Learning is enhanced through first hand experiences such as special guests, visiting authors and entry and exit point activities. All parents are welcome to collaborate in these initiatives.

## **Excursions**

Pupils will attend day excursions to enhance their learning about the topic they are studying. Information will always be sent to parents in advance.

## **Holiday Camps**

These are available during the Christmas, Fallas, Easter and Summer holidays. Information can be found on the school webpage.

## **Images**

Parents must give authorisation for their child to have their photograph taken and used for school purposes. Due to data protection, parents and visitors cannot take photographs or videos of pupils in school.

## **Library**

Reception to Year 6 pupils will be able to visit the library every week to choose a book to take home and share with their family. Please return it on the date indicated by the class teacher.

## **Lost Property**

As we request that all uniform and equipment is labelled, we hope that any lost property will be limited. Named items of lost property will be returned to the pupil and unnamed items are stored in the school clinic. The school does not replace any item of clothing or equipment which has been lost.

Parents are advised that the school cannot be held responsible for the loss of equipment or valuables while on the school premises.

At the end of each term all unclaimed lost property is given to charity, if appropriate.

### **Mindfulness**

Mindfulness practices can help us to increase our ability to regulate emotions, decrease stress and anxiety. All useful skills in our increasingly busy lives. At Caxton, we encourage all year groups to practice age appropriate mindful exercises which help children to concentrate and focus on the present.

### **Money**

Pupils should not bring money into school unless they have been given special instructions for a specific event.

### **Morning Breakfast Club**

The school offers a breakfast club from 08:00-09:00 at an additional cost. Please contact the Primary Office for further information.

### **Parent Events**

Parents are invited to events during the year. Details will be sent prior to each event, although dates can be found in the Parent Area.

### **Parents' School**

There are regular talks and workshops for parents about a range of topics. We encourage parents to attend these whenever possible. Videos are also uploaded every month on Facebook, the school blog and school website.

### **Parents' Waiting Area**

If a parent needs to collect their child from school, they should let the Primary Office know in advance and collect their child from the Primary Office.

### **Reading**

As we promote a love for reading, children are read several stories throughout the day. Parents reading stories to their child before bedtime is also promoted to help introduce a wide range of vocabulary and story structures. Classes have a daily reading for pleasure session in their timetable.

### **School Shop**

For your convenience and to check item availability, we ask that you order school uniforms and materials via the online school shop which can be accessed from your Parent Area. Parents can also visit the school shop to purchase items.

### **Social Media**

We encourage parents to follow the school's social media to see everything that we do. We are on Facebook, Twitter, Instagram, Pinterest, Youtube and Flickr.

### **WhatsApp Groups**

It is common for WhatsApp groups to be created for your child's class. We would encourage this to be used in a positive manner and ensure that the content is appropriate. If a parent has any specific concern or complaint, please contact the school directly.

