CAXTON COLLEGE

BRITISH SCHOOL SINCE 1987

Primary Parents' Handbook

2022-2023

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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 groups events can be found on 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
- **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 - Y2) and Ms María Clement (Y3-6)
- **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.

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.

THE SCHOOL DAY AND CLUBS

The school is open for pupils **from 8:50am to 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 the 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. This 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) and bus area (Year 4-6) 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**.

- **Pupils leaving early**

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 may only be collected from the Primary Office **at 1:10pm or at 2:50pm**.

- **Club Activities**

Year 1 to 6 extracurricular activities will take place during the following times:

Year 4, 5 and 6: 1:50 - 2:40pm
Year 1, 2 and 3: 2:50 - 3.40pm

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 pastoral or academic concerns. This can be done via the Class Dojo, the Parent Area or phoning the Primary Office to arrange a meeting.

There is not an expectation for staff to read emails or Class Dojo messages the moment they are received 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.

Class Dojo

Teachers use Class Dojo as a positive behaviour tool, however it also has a messaging service which is used by the class and Spanish teachers in Years 1 - 6. Parents must download the app and register themselves by introducing the code which you will receive from your child's teacher.

Year 1 and 2 parents will only access the positive dojos awarded, although the class teacher will contact parents about any inappropriate behaviour.

Year 3-6 parents will see both the positive and negative dojos and we do encourage you to review this regularly with your child. Teachers who are concerned about behaviour will contact parents.

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 their Parent Area.

It can be accessed using your unique parent username and password on the school website at www.caxtoncollege.com. A reduced app version of the Parent Area is also available to download from the Apple Store/ Playstore 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 andcorrespondence 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
Main Reception	96 142 4500
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 on 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 at the end of term 1 (Year 1-3) or the beginning of term 2 (Year 4-6) and the end of the summer term. These are an opportunity to have a conversation with your child's class teacher regarding their academic progress and attitude in class. You will receive an email to invite you to sign up for these meetings which can be 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.

ABSENCES

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 Area before 9:00am.
Attendance is recorded and appears on your child's report. If a child's absent rate is 15% or above, it will be reported to the 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 your Parent Area by sending a message to 'School Nurse'.

CURRICULUM

Primary pupils are expected to speak in English with one another in class and in the English zones at all times.

Curriculum Subjects

Pupils follow the English National Curriculum which comprises the following subjects:

Core Subjects (asignaturas troncales)
• English • Maths • Science

Foundation Subjects
• Art and Design and Technology • Computing • Geography

- History
- Music
- Physical Education (PE)

All pupils have Spanish language lessons. From Year 2 pupils also have Spanish Social Studies, Valenciano and either Religion or Ethics. Year 4 pupils also have Catechesis class during clubs time to prepare for their Communion.

Spanish as an Additional Language (ELE)
The team of Primary Spanish teachers give specific Spanish as an Additional Language support to those international pupils who require it.

This support is given during some of the Spanish lessons within the school day. The aim is for the pupils to become more familiar with the language, to help improve their reading and writing skills and also help the pupils to gradually adapt to the Spanish curricular lessons along with the rest of their peers.

The Spanish Department also helps the pupils to fully integrate into Spanish life by teaching both Spanish and Valencian traditions and promoting mutual understanding between international pupils and their new peers.

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
- Develops spoken English and vocabulary is developed
- Supports the development of problem solving skills, teamwork and creativity

- Creates meaningful links between subjects
- Teaches skills and knowledge from all subjects
- Works toward an end product e.g. to write and perform a short film

Assessments and Reports

Pupils are continually assessed during the year, using a range of methods. They complete short end of unit tests and assessments during each topic which support teachers in effectively supporting or challenging learners' needs. In addition, pupils in Key Stage 2 complete standardised tests which track pupil attainment and ensure they are making the expected progress. Results for these tests are internal, but parents will be contacted should there be any concerns about a child's progress or attainment. Pupils in Year 6 complete End of Primary Tests in reading, maths and science and the results of these are shared with parents, in preparation for the pupils' transition into Secondary.

Reports are written termly and are uploaded on the Parent Area on the penultimate day of term.

As a school, we value the attitude to learning made by pupils in every subject so pupils are awarded an academic achievement and an effort grade. They are also assessed against their personal, social and emotional development.

PSYCHOLOGY AND SPECIAL EDUCATIONAL NEEDS (SEN) DEPARTMENT

Ms Silvia Sanchis, the Primary Psychologist leads this department and she is 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. This is an important part of our provision as some pupils require support to consolidate some objectives or extension work to challenge a pupil's learning, mainly in English, Maths or Spanish. Ms Sanchis and Ms Jordan continually review the children's academic and social progress with the class and Spanish teachers. This is to ensure the right children are receiving the correct provision and working to their own ability to achieve their potential.

Parents are always informed if their child is receiving support and regular meetings are held to discuss the child's specific targets, the support given and progress being made.

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.

TECHNOLOGY AND INTERNET SAFETY

A range of technology is integrated into the curriculum and pupils have access to computers, laptops and iPads to enhance their learning. From Year 5 onwards, pupils are asked to bring their own iPad (with a strong protective case and earphones) to use for class and homework tasks. Year 5 & 6 parents can consult the iPads Guide available on the Parent Area.

At times pupils have to access the Internet for research purposes. Our system operates filtering policies and many sites are blocked. This is something which we review and monitor closely, however, if a pupil inadvertently accesses an unsuitable site they must inform a teacher.

If you allow your child to have access to the Internet at home, it is advisable that the computer is in an area of your home where you are able to see what your child is accessing and that you apply filtering (this is now offered by most internet service providers). More advice will be given during the year relating to this but should you require any specific help please contact the IT Department at it@caxtoncollege.net.

Pupils are continually shown how to become a safe online citizen and we celebrate Safer Internet Day throughout Primary every year.

HOMEWORK TASKS

This consists of a short daily activity for pupils to complete (October to the end of May) and will include reading, maths and spelling.

Pupils should spend the following maximum amount of time on the task:

- Year 1-3: 20 minutes plus reading
- Year 4-6: 30 minutes plus reading

We ask parents to support the school's homework policy by:

- Making it clear that they value the homework tasks and support the school in explaining how it can help their child's learning
- Praising and encouraging their children to take pride in their tasks and by taking an interest in their work
- Providing a peaceful place, free from distractions such as television, where their child can concentrate on their tasks
- Ensuring their child spends no more that the allocated amount of time on tasks and contacting the teacher should their child have any difficulties completing the tasks

BEHAVIOUR

Our ethos is to encourage and motivate children and celebrate their success and 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 wish for our children to show independence and a sense of responsibility. Our ultimate aim is to develop children's self discipline so that they behave with care, courtesy and good manners, showing respect for other people and property.

Pupils are rewarded when they show good manners or display behaviour which reflects one of our values.

To ensure a safe, caring and happy environment, all pupils follow our pupil code of conduct:

- I speak kindly to other people
- I play nicely and don't hurt others
- I'm a good friend and show respect to everyone
- I always tell the truth
- I always try my best
- I look after my things and my school
- I remember to bring my things to school
- I speak in English in all the English areas
- I walk around the school in a 4S line (silent, straight, sensible and smiling).

Good work and behaviour are rewarded by:

- **Class Dojos** are awarded to pupils for a range of behaviours. This information is shared with parents of Year 1 - 6 pupils.
- **Purple Forms** are awarded to pupils for an accumulation of positive points or class dojos or for an outstanding piece of work or attitude. Pupils bring purple forms to the PLT to be praised individually and to choose a sticker.
- **Weekly Certificates** are presented to pupils from each class to promote good work and behaviour during the weekly year group assembly.
- **Termly Diplomas** are awarded to four pupils per class during the end of term assembly. These certificates refer to each part of our school ethos and there is also an Exemplary English award.
- **House Points** are given to pupils in Years 3 - 6. Each pupil is allocated to one of four Houses - Dragon, Gryphon, Phoenix or Unicorn. Purple forms convert into house points as well as many points awarded during Inter House events.

When mistakes are made, we will work with pupils to help them understand what has gone wrong and how they can improve.

Parents will always be informed if we are concerned about a pupil's attitude or behaviour and we expect parents to support the school with a similar reflection at home.
More details can be found in the Behaviour Policy on the school webpage: https://caxtoncollege.com/subidas/2022/01/behaviour-policy.pdf

Personal, Social, Health and Emotional Education (PSHE)

There are three core themes of PSHE:
1. Health and wellbeing
2. Relationships
3. Living in the Wider World

All year groups work on the same aspects during the school year with the objectives being adapted to suit the level of the pupil's maturity and understanding. The six core values are linked to each PSHE topic, covering all objectives during the year.

Topics and Core Values

Term 1:
- Me and My Relationships - Integrity
- Valuing Difference - Respect

Term 2:
- Keeping Myself Safe - Perseverance
- Rights and Responsibilities - Responsibility

Term 3:
- Being My Best - Positivity
- Growing and Changing - Resilience

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.

STATIONERY AND EQUIPMENT

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

What to bring to school:

Year 1 & 2 pupils need:

- a labelled plastic cup
- a passport sized photo

Year 3 to 6 pupils need:

- a named water bottle (optional)
- Year 5 & 6 need an iPad (recommended model 8th generation 128 GB) and headphones
- a pencil case containing:
  - Writing pencils - at least 2
  - Colouring pencils
  - A glue stick (white glue only)
  - A rubber
  - A pencil sharpener
  - 2 plastic transparent rulers, 15 and 30 cms (no bendy rules)
  - Biro pens - blue or black and red
  - 3 Highlighter pens - (pink, green, yellow)
  - Small scissors
  - Year 5 & 6 only: A protractor, and a pair of compasses

Parents can purchase a complete pack of school materials for their child via the online school shop. Pupils must bring an empty pencil case

to school to store these items. The materials will be delivered to their classroom on the first day of term.

All of these items should fit into 2 small pencil cases.

Items will be checked at the start of each term and should be replaced when needed.

The water bottles can be refilled using the fountains on the playground.

Pupils from Year 3-6 will also be given a House pack, containing a badge, caps and neck scarf. The cap and neck scarf will remain in school for any House events.

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 lunch menu can be found on the Parent Area.

If your child has a food allergy or a dietary need, please contact María Benedí, who is in charge of the students' 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 playtime, avoiding biscuits, chocolate bars, crisps, nuts, chewing gum or sweets. In Year 1 and 2, stones should be removed from any fruits please.

The school provides an afternoon snack for pupils up to Year 2. Year 3 pupils can bring in an afternoon snack to eat during clubs time if they wish. This is when pupils who do not have a clubs activity go onto the playground.

At school, we are trying to reduce the use of plastic so we celebrate 'Waste Free Wednesdays'. Pupils are asked not to 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 will be given access to the Parent Area and will then have access to all information.

New Pupils' Welcome Meeting

If the health situation allows it, this year the meeting for parents 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

- Buddy - when a new pupil begins, your child's class teacher will allocate a current pupil to be their 'buddy' and look after them during the first few days to help them settle into their new school routines.
- 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.

You will be invited to the following Parent Welcome Meetings.

- Year 1 & 2: Tuesday, 20 September at 5:30pm
- Year 3 & 4: Thursday, 22 September at 5:30pm
- Year 5 & 6: Tuesday 27 September at 5:30pm

You will be sent details of any meetings prior to them taking place.

4. UNIFORM

Children must wear their full school uniform every day, except PE days when they should come to school in their PE kit. No other non-uniform items should be worn.

All clothing and equipment should be clearly named 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 discrete.

The uniform requirements are listed below and are all available from the school shop. Uniforms can be bought or reserved through the online school shop via the Parent Area. It 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 and a watch (no smart watches).

SCHOOL UNIFORM

SUMMER UNIFORM (September, October and after Easter)	
Year 1 and 2	**Year 3 to 6**
• Caxton navy blue shorts • Caxton white short sleeved polo shirt • Navy blue socks • Navy blue shoes (no trainers or sandals) • Caxton overall • School bag (no wheelie bags)	• Caxton navy blue shorts or Caxton tartan skirt • Caxton white short sleeved polo shirt • Navy blue socks • Navy blue shoes (no trainers or sandals) • Caxton overall (for art) • School bag (no wheelie bags)
WINTER UNIFORM (from November to Easter)	
Year 1 and 2	**Year 3 to 6**
• Caxton blue and green tracksuit • Caxton white long sleeved polo shirt • Navy blue socks • Navy blue shoes (no trainers) • Caxton overall • School bag (no wheelie bags) • Blue winter coat	• Caxton navy blue shorts, trousers or Caxton tartan skirt • Caxton white long sleeved polo shirt • Caxton navy blue cardigan or jumper, or grey hooded Caxton College sweater • Navy blue tights or socks • Navy blue shoes (no trainers) • Caxton overall (for art) • School bag (no wheelie bags) • Blue winter coat

PE KIT

Pupils should wear their PE kit to school on the days when their class has PE.

Year 1 to 6

- Trainers (with velcro straps for Year 1)
- Sport socks
- Caxton red short sleeved T-shirt
- Caxton red shorts (summer)
- Caxton tracksuit (winter)
- Caxton leggings available

5. OTHER INFORMATION (A-Z)

Assembly
Each year group has a weekly assembly which gives the children an opportunity to work on the PSHE topic and values being covered and also consolidate work being taught. Children also attend regular PSHE assemblies, House assemblies and Key Stage assemblies when pupils' successes and achievements are celebrated, along with listening to stories related to our PSHE work.

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, classes are mixed at the end of Year 2 and Year 4 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 is available on your Parent Area.

Communion
Year 4 pupils have the option to prepare for and make their First Communion at school.

Concerts
Each year group (except Year 4) prepare and perform a concert for their families during the school year. Dates are available on the Parent Area.

Curricular enrichment
Learning is enhanced through first hand experiences such as special guests, visiting authors and entry and exit point activities.

Eco Warriors
Year 3 to 6 pupils have the opportunity to apply to become an Eco Warrior. Children meet regularly to share ideas on how we can help all pupils and staff to look after our planet.

Eurofit
Pupils take part in the Eurofit Project during the first term and a detailed report will be sent home. It consists of diverse physical tests and standardised body measurements to evaluate the physical condition of your child.

Excursions & Residential Trips
Pupils attend day excursions to enhance their learning about the topic they are studying. Information will always be sent to parents in advance. Year 4, 5 & 6 pupils also have the opportunity to go on a residential trip in June to celebrate the end of the academic year - we highly recommend your child attends these overnight trips.

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

Houses
There are 4 Houses: Dragon (green), Gryphon (blue), Phoenix (red), Unicorn (yellow).
All pupils entering Year 3, or those who are new to Year 4, 5 & 6, are assigned a House. Not only will their House Points be added to the House total every week, but they will have the opportunity to represent their House in a number of Inter House events, for example, Sports competitions, House assemblies, Art competition and the Poetry Performance assembly. This gives them a sense of belonging and pride as part of a team linking all year groups.

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
Pupils visit the library every week to choose a book to take home.

Lost Property
As we request that all uniform and equipment is labelled, we hope that any lost property will be limited. We do encourage pupils to become responsible for their own belongings. 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. Any masks which are found, will be put in the bin and not given back to the pupils.

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 practise age appropriate mindful exercises which help children to concentrate and focus in 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 8:00-9:00am 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.

Pupil Responsibilities
Year 6 pupils can present their application to become a class rep. Reps are voted in by each class and teacher every term and will meet regularly with the Assistant Headteacher.

Reading
As we promote a love for reading, children are encouraged to read every day in whatever language they can! We also encourage parents to listen to their child read as often as possible to develop fluency and expression. 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, LinkedIn, 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, complaint or question, please contact the school directly.

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