



CAXTON COLLEGE
BRITISH SCHOOL SINCE 1987

***Primary
Parents' Handbook***
2023-2024



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1. WELCOME FROM THE HEADTEACHER

Welcome to this new academic year. I, along with the whole of the Primary team, am really looking forward to an exciting year ahead. Our primary goal is to create an environment where every child can thrive, and we are committed to nurturing their academic, emotional, and social development.

We are dedicated to providing the highest quality education, ensuring that each child reaches their full potential. Our dedicated team of educators will continue to challenge and inspire our pupils, fostering a love for learning that will stay with them throughout their lives.

But it's not all about hard work and serious endeavours. We believe that learning should be an enjoyable and memorable experience for our children. That's why we are committed to infusing a sense of fun and excitement into their educational journey. From interactive lessons and creative projects to engaging extracurricular activities, we strive to make each day filled with laughter, curiosity, and exploration.

As parents, your support and involvement play a crucial role in your child's educational success. We encourage you to maintain open lines of communication with our staff, attend school events, and engage in your child's learning journey. Together, we can create a strong partnership that empowers our pupils to thrive.

We look forward to an amazing year ahead and are excited to see our pupils grow, learn, and shine.

Ms Barbara Stenhouse
Headteacher

2. KEY INFORMATION

TERM DATES

Term 1:

Starts: Baby Caxton: Monday, 4 September 2023 / Nursery - Year 6: Thursday, 7 September 2023

Ends: Friday, 22 December 2023

Term 2:

Starts: Monday, 8 January 2024

Ends: Wednesday, 27 March 2024

Term 3:

Starts: Tuesday, 9 April 2024

Ends: Nursery - Year 6: Friday, 21 June 2024 / Baby Caxton: Friday, 28 June 2024

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, Religion** - Ms María Clement
- **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 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.

Entrance 8.50am - 9.15am

Children arriving by car:

The school gates are open from **8:50 until 9:15am** for children arriving by car. Parents can park in the underground car park and walk through the Caxton Sport Centre (CSC) or park near the MasyMas supermarket and then accompany their children to the Secondary entrance located next to the football astroturf.

The entrance points for each year group are as follows:-

- Baby Caxton pupils should be accompanied by their parents directly to their classroom using the exterior door.
- Nursery and Reception pupils should be accompanied by their parents to their entrance at room 118, which can be accessed via the Baby Caxton gate.
- Year 1 to 6 pupils should be accompanied by their parents to the Library entrance (next to the padel court).
- Year 4 to 6 pupils can also be dropped off at the Secondary gate and walk independently to the library entrance. Staff will be allocated to guide them.

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 by a member of staff, and buses will leave school at 4:40pm.

Pupils must always respect the bus rules.

Parents can process a change from bus to car for their child via the Caxton App, including processing a change days in advance and authorising another person to collect them. Parents can also contact the Transport Dept directly on 961 424 500, or send a message directly to the Transport Dept before 2.00pm via the Family Area.

Children leaving by car:

All pupils will be accompanied to their designated car area which will open from **4:30 - 4:50pm**. Please collect your child promptly as the gate will close at 4.50pm.

Areas are accessed via the Pine Tree area.

- Bay Caxton: classroom exterior doors
- Nursery to Year 6: Pine tree area by surname

- Gate 1: Nursery playground: A-G surnames
- Car Gate 2 Reception/Year 1 playground: H-Ñ Surnames
- Car Gate 3 Reception/Year 1 playgrounds: O-Z - Surnames

Parents can park in the underground parking, however will only be permitted to walk through the bus area from 4.30pm when all Primary

pupils are on the buses or park in the street and walk directly to the designated car gate.

We kindly ask that you review the list of people authorised to collect your child in your Family Area. Please inform us of any changes if required.

- **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 1:15pm or at 3:00pm.**

- **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 and 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
Main Reception	96 142 4500
Clubs	661 621 064
Dining Room	661 621 081

Visits

All visitors must be registered upon arrival and exit, and will be given a visitor's sticker to wear.

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 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. Parents can inform the school of their child's absence via the "Absences" option on the Caxton App. If this isn't possible then we ask you to telephone the Primary Office on 661 621 148 or send a message via Parent Area before 9:00 am.

Pupils should attend school every day, unless they are ill. Attendance is recorded and appears on your child's report. If a child's absent rate reaches 15% or above, the school will contact you.

SCHOOL MEDICAL ASSISTANCE

Dr. Mascarós visits the school every week. Caxton College also has a qualified Paediatric Nurse, 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

- English
- Maths
- Science

Foundation Subjects

- Art and Design and Technology
- Computing
- Geography
- History
- Music
- Physical Education (PE)
- PSHE

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 the option to have Catechism 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. Year 4 to 6 pupils also complete questionnaires as a wellbeing check in. Results for these tests are internal, but parents will be contacted should there be any concerns about a child's progress, attainment or wellbeing. 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, Ms Aimee Patrick, Assistant to the Psychologist, Ms Julie Cox, Sensory and Emotional Learning Lead 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 or to support their emotional wellbeing and self regulation. The SEN department continually review the children's academic progress and social and emotional development with the class and Spanish teachers. This is to ensure the right children are receiving the correct provision and working at their own ability to achieve their potential.

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

As well as providing support, the department also carries out diagnostic tests and gives educational advice.

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.

The pupils' iPads are controlled in school using IMT which ensures that they are not able to access inappropriate content, use any social media platforms, including iMessenger and Facetime. Our system operates filtering policies and many sites are blocked, and this is something which we review and monitor closely, however, if a pupil inadvertently accesses an unsuitable site they must inform a teacher.

The school also offers the same restricted access at home to ensure that pupils are using their device for learning. If you choose not to enforce these restrictions, parents can consult the iPad Guide to enable them to control the device as they wish. By doing this, parents take full responsibility for their child's use of the iPad at home. 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 than the allocated amount of time on tasks and contacting the teacher should their child have any difficulties completing the tasks

BEHAVIOUR

We strive to promote good behaviour and cultivate a positive learning environment where our pupils uphold our ethos 'Inquisitive Minds, Creative Hands, Caring Hearts.' We firmly believe that kindness is the foundation upon which our community thrives. We encourage our pupils to embed kindness in all aspects of their lives, both within the school walls and beyond.

Through their actions, we aim to instil in them the values of *integrity, respect, perseverance, responsibility, positivity and resilience*, creating a vibrant and supportive community where our pupils learn the importance of building meaningful relationships and every individual feels valued and appreciated.

Pupils are praised and rewarded when they complete fantastic work, show an excellent attitude and exemplary behaviour.

- **Class Dojos** are awarded to pupils for a range of reasons. 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. 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.
- **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 a pupil makes a wrong choice, we work with them 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:

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 Leads (DDSL) are Silvia Sanchis and John Fraser. All staff working in Caxton receive training 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 pupils need:

- a named refillable water bottle

Year 2 pupils need:

- a named refillable water bottle
- a passport sized photo

Year 3 to 6 pupils need:

- a named water bottle
- Year 5 & 6 need an iPad (recommended model 9th generation 64 GB) and headphones. All iPads should be insured in case of breakage. This is highly recommendable.
- 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.

At the start of each term, the children should check their pencil case and replace any items.

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.

Year 3 pupils will be given a recorder from the school shop. Year 4 pupils must order one from the school shop if they do not have one.

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 the school nurse 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 3 pupils.

Waste Free Wednesdays: as a bit to reduce the use of plastic we ask pupils not to bring snacks in a single use plastic on Wednesdays.

Fresh Foods Fridays: pupils are asked to bring fruits and/or vegetables on Fridays

Food Items

Food items are not permitted to be shared between or given to pupils. This includes pupils sharing their snacks with one another in school and also 'gifting' food items for whatever reason (birthdays, communions, special days etc). As this is for health and safety reasons we would appreciate it if you can speak with your child about this important area.

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

This year the meeting for parents will take place in school on **Wednesday, 6 September at 10:30am**. 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, 19 September at 5:30pm
- Year 3 & 4: Thursday, 21 September at 5:30pm
- Year 5 & 6: Tuesday 26 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
<ul style="list-style-type: none"> • 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) 	<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 / sports skirt (summer)
- Caxton tracksuit (winter)
- Caxton leggings available

5. OTHER INFORMATION (A-Z)

Assembly

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

The school car park is 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, local, national and international, 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

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. To do this, the pupils must have completed 2 years of Catechism. The pupils study the 1st year of Catechism during their religion classes in Year 3 and the 2nd year during Clubs time in Year 4.

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.

Older pupils also have the opportunity to join and participate in a range of activities, e.g. Eco Warriors, Gardening club, Writers club, Techno team, Bus Buddy, Recycling helpers and Reading buddy.

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 and an art competition. 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 1 or 2 books 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.

Parents are advised that the school cannot be held responsible for the loss of equipment or valuables while on the school premises and the school does not replace any item of clothing or equipment which has been lost.

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. These are 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 8:00-8:50am. This service has a 5€ daily charge. Please contact the Primary Office for further information.

Parent Events

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

Parents' School

Short videos are uploaded in the parent area and our social media regularly. These talks are delivered by a range of staff at school about a variety of interesting topics.

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. All 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.

