



**CAXTON COLLEGE**  
BRITISH SCHOOL SINCE 1987

***Parents' Handbook***  
***Early Years Foundation Stage***  
***Baby Caxton, Nursery & Reception***  
2019-2020



# CONTENTS PAGE

<b>1. Welcome from the Headteacher</b>	3
<b>2. Key Information</b>	4
Term Dates	4
Primary School Structure	4
Vision, Mission Statement and Values	5
The School Day and Clubs	6
Communication between Parents and the School	8
Website	10
Individual parent meetings	10
Absence	11
School medical assistance	11
Curriculum	12
Psychology and Special Education Needs (SEN) department	14
Behaviour	14
Equipment	15
Dining Room, Snacks and Food	17
<b>3. Information for Parents of New Pupils</b>	18
Before starting	18
Baby Caxton Welcome Meeting	18
Nursery Welcome Meeting	18
Reception Welcome Meeting	19
The first day	19
<b>4. Uniform</b>	20
<b>5. Other Information (A-Z)</b>	22

# 1. WELCOME FROM THE HEADTEACHER

Welcome to the new academic year 2019-2020 at Caxton College. The purpose of this information booklet is to ease the settling in process for you and your child and ensure that all pupils and families are aware of how our school runs to make it an enjoyable, safe and happy experience for everyone.

Caxton College is an exciting, safe and caring environment where every child feels valued and included. Our youngest children are at the centre of everything we do and we give them the best foundations for future learning and with it, success in life.

I look forward to a close partnership with you, working together to ensure your child reaches their potential, fulfils their aspirations and develops into a morally upstanding citizen. We will see each other at our various parental events as well as at the more formal parents' meetings.

Ms Barbara Stenhouse  
Headteacher

## 2. KEY INFORMATION

### TERM DATES

#### Term Dates

**Term 1:** Monday 9th September - Friday 20th December 2019

**Term 2:** Tuesday 7th January - Wednesday 8th April 2020

**Term 3:** Tuesday 21st April to Friday 19th June 2020

Dates for other holidays and all year groups events can be found on the Parents Profile.

Baby Caxton pupils can come to school during holiday periods, although there will be no school transport available.

The school also offers 'Holiday Camps' during holiday periods for Nursery and Reception pupils. We will inform you about these throughout the academic year.

### PRIMARY SCHOOL STRUCTURE

The school has a long serving Senior Leadership Team (SLT) made up of:

- **Headteacher** - Ms Barbara Stenhouse
- **Deputy Headteacher** - Ms Jody Sayce (curriculum and assessment)
- **Assitant Head: Behaviour and Digital Learning Coordinator** - Mr John Fraser
- **Assitant Head: Early Years Coordinator** - Ms Karen Fraser
- **Psychologist** - Ms Silvia Sanchis (psychologist and Special Educational Needs Department)

The following members of staff are responsible for their department:

- **Spanish Language and Sociales** - Ms Belén Palacios
- **Music** - Ms Mariette Van der Woude
- **PE** - Mr Víctor Ramón
- **Late Entrance** - Ms Jennifer Nelson
- **Spanish for International Pupils (ELE)** - Ms María Clement

## VISION, MISSION STATEMENT and VALUES

### Vision

Our vision 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.



## THE SCHOOL DAY and CLUBS

The school day runs from **9:20 am to 4:45 pm** and children are expected to attend school every day unless they are ill. We do ask for pupils to arrive before 9:20 am so they start their day on time and they should not be collected before 4:45 pm, unless absolutely necessary.

### Morning

Arriving by bus:

- Pupils should enter school via entrance in Baby Caxton, helped by the bus supervisors.

Arriving by car:

- Baby Caxton children enter directly into Baby Caxton classrooms via the Baby Caxton playground.
- Nursery and Reception children enter via the Baby Caxton playground with their parents, then enter school via Room 118 where staff will welcome them.

The school also offers a **Breakfast Club** from 8:00 - 9:00 am in room 118 (Baby Caxton area). Breakfast is offered and parents are charged for this service.

### Arriving Late

Any pupils arriving late must enter via the Primary Office and will be registered as late. Families of any pupil who continually arrive late to school will be contacted by the teacher to remind them of the importance of arriving to school on time.

### Afternoon

Departing by bus:

At the end of the day, pupils are accompanied to the bus area from 4:40 pm with buses leaving at 5:00 pm.

If your child uses school transport and will be collected by car on any day, you must collect an authorisation card from the Main Reception before 4:50 pm and then collect your child from the bus before it departs at 5:00 pm. For security reasons, children MUST NOT be collected directly from the line on the way to the bus. Changes of routes are not permitted as indicated in the transport rules.

Departing by car:

Pupils going home by car are accompanied to the following areas:

- A-G surnames - room 154
- H-Z surnames - room 153
- Baby Caxton children and siblings - room 130/131A (Baby Caxton area)

Pupils will always be taken to their car room regardless of who will be collecting them so please bear this in mind for birthday parties etc. Children will only be allowed to leave the school with an authorised adult or secondary sibling. This can be updated by contacting the Primary Office.

Parents are responsible for their child's safety once the school day has finished and they have been collected from the car area.

### Leaving During the School Day

If a child needs to leave early (only under exceptional circumstances), they should be collected from the school clinic at the following times only. The Primary Office should be informed in advance.

- 11:15 or 11:45 am
- 1:30 or 3:00 pm

This ensures minimal interruptions to the class and respects the school working environment.

## Club Activities

Pupils have the option to take part in 1:1 or small group swimming lessons during the school day or a club activity after school at 5:00 pm.

There are a wide range of clubs on offer. Should you require further information, you can contact the clubs department in the Caxton Sports Centre (CSC) on 96 142 4176 or send a direct message via the Parent Profile.

## 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, emailing through the parent profile or phoning the Primary Office to arrange a meeting.

There is not an expectation for staff to read Schooltivity 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.

## Digital Diary

Class teachers will use a digital diary to communicate with parents. Parents must download the Schooltivity app to your mobile phone or tablet (a guide to downloading the app will be provided). The digital diary will be checked once each morning before 9:30 am, and again between 4:30 and 5:00 pm. Outside of these times messages will not be read. 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 profile.

## Parent Profile

All information regarding your child's education, clubs activities, etc., will be sent via this online platform. Parents can contact any school department directly by sending a message via the profile.

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 profile 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, correspondence on the Parent Profile as well as your child's termly reports. You are also able to directly email any department in the school from here.

## Office Hours

The Primary Office is open between 8:30 am to 6:00 pm during weekdays. If you need to call the school outside of these office hours, you will either be redirected to the Caxton Sports Centre, who will take a message, if they cannot help you or you can leave a message on the answer phone and it will be dealt with the following work day.

### Important Telephone Numbers

Primary Office	96 142 4178
Baby Caxton	96 142 4181
Main Reception	96 142 4500
Clubs	96 142 4176
Dining Room	96 142 4177

## Visits

All parents must enter the school via the Primary Office, where they will be identified. Appointments must be arranged in advance to ensure that the person with whom you wish to speak is available. The appointment schedule is flexible to adapt to your work schedules.

## 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.

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 anytime, we will need a replacement contact number for the duration of your absence.

## WEBSITE

[www.caxtoncollege.com](http://www.caxtoncollege.com) gives you information about the school, up-to-date news, access to the parents profile and links to all social media.

## INDIVIDUAL PARENT MEETINGS

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 progress and attitude in class. You will receive a letter to invite you to these meetings. Should you or the teacher require any further meetings, these can be arranged.

## ABSENCE

On the first day (and any subsequent days) of any absence, we ask you to telephone the Primary Office on 96 142 4178 or send a message via parent profile before 9:00 am. If your child develops or is in contact with an infectious disease you are required to inform the school. Children should not come to school if they have a high temperature (37<sup>o</sup> or higher).

## SCHOOL MEDICAL ASSISTANCE

Dr. Mascarós visits the school every week. The school also has a qualified Pediatric Nurse, María Benedí, who is on site during the school day. If your child has an accident or is unwell, he/she will be accompanied to the clinic and 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 the nearest 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, should be sent to school.

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

You can contact the school nurse via the parent profile sending a message to "School Nurse".

## CURRICULUM

The Early Years Foundation Stage is a very important stage as it helps your child get ready for Key Stage 1 and also prepares them for their future learning and success. 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
- Physical development
- Personal, social and emotional 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 an range of situations both in Spanish and English.

### **Physical Development**

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

## **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.

## **Literacy**

We encourage pupils to listen carefully, link sounds and letters and begin to read and write both in Spanish and English.

## **Maths**

Pupils will develop skills in, understanding and using numbers. By the end of Early Years, pupils are capable of measuring, calculating simple addition and subtraction problems and describing shapes and spaces.

## **Understanding the World**

Pupils will learn to make sense of their physical world and their community through exploring, observing and finding out about people 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. Some observations are captured with photographs through a software package called 2 Build a Profile.

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

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

We have a team of dedicated staff led by Ms Silvia Sanchis, the Primary psychologist. Working alongside her are Ms Mary Jordan, English SENCO (Special Educational Needs Coordinator), Ms Isabel Alfageme (support teacher in learning difficulties in the Spanish department) and Belén Puerto, the 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 and good behaviour. It is important that pupils are given clear boundaries and expectations and 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 by taking the class mascot home to share with their family.

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/2019/07/behaviour-policy-1.pdf>

## EQUIPMENT

Children in the Foundation Stage need to bring the following:

### **Baby Caxton**

- A plastic cup – named
- Two photographs of themselves (passport size) and a family photograph
- A spare set of clothes, including underwear, each item clearly labelled with child's full name in a labelled plastic bag.
- 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)
- Bus children: A car seat is not mandatory as all buses are equipped with seat belts. However, we strongly recommend to use one. If you would like your child to use a car seat then you must supply the school with one. Please contact Sonia Montañana in the Transport Department who will inform you of the most suitable seat to use.

## Nursery

- A plastic cup – named
- A photograph of themselves (passport size) and a family photograph
- A spare set of clothes, including underwear, each item clearly labelled with child's full name in a labelled plastic bag.
- 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.
- Bus children: A car seat is not mandatory as all buses are equipped with seat belts. However, we strongly recommend to use one. If you would like your child to use a car seat then you must supply the school with one. Please contact Sonia Montañana in the Transport Department who will inform you of the most suitable seat to use.

## Reception

- A plastic cup – named
- A photograph of themselves (passport size) and a family photograph
- A spare set of clothes, including underwear, each item clearly labelled with child's full name in a labelled plastic bag.
- Plain white T-shirt to paint on to celebrate Pirate Day. Also available in 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 on the parent profile. 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 Mónica Gimeno, who is in charge of the dining room, by sending an email via the parent profile or telephoning 96 142 4177.

### Snacks

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

All pupils are encouraged to bring one small healthy snack for the morning, avoiding biscuits and sweets. Pupils cannot bring in chocolate bars, crisps, nuts, chewing gum or sweets from home.

As 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

Due to allergies, parents should not send food items into school with their children to be shared with pupils. This includes birthday cakes (available from school) and presents containing any food.

# 3. INFORMATION FOR PARENTS OF NEW PUPILS

Prior to starting, the following information will be sent to parents of new pupils:

- This Parents' Handbook
- Parent profile codes which gives access to the school calendar, menu and other important information
- Book order

## Baby Caxton children

For Baby Caxton 1 and 2 - children and parents are invited to come to school together on Monday 2nd of September (9:30 am - 2:00 pm or 3:15 to 5:00 pm) to meet the teachers, visit the classrooms 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. You will then be invited to a Baby Caxton Welcome Meeting on **Tuesday 10th September at 6:00 pm.**

## Nursery children

Nursery parents are invited to a Parent Welcome Meeting on **Thursday 5th September (3:30 pm)** where you will have a chance to meet your child's teachers, receive important information and ask any questions you may have. The following day, **Friday 6th September**, parents and children are invited to Nursery Welcome Morning (10:00 am to 12:00 pm) to meet the teachers and other families of your child's new class.

## Reception children

### **New Pupils Welcome Morning - Friday 6th September 10:00 am - 12:00 pm**

This is for all new Rec to Year 6 pupils joining Caxton College in September, together with their parents. You will be able to familiarise yourselves with the School and meet the SLT and teachers before starting on Monday 9th September. Pupils will see their classrooms and playgrounds and will be able to ask any question that they may have. Pupils do not need to come to school in their uniform on this day. You will also be invited to a Reception Welcome Meeting on **Thursday 12th September at 6:00 pm**. We look forward to giving you a very warm welcome.

### 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 the Primary Office about 9:15 am 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 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 discrete. Parents should regularly check their child's hair for head lice and treat them immediately when necessary.

The uniform requirements are listed below and are all available from the school shop which is open from 9:00 am - 6:00 pm. Uniforms can be preordered and collected during the summer holidays.

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)
- Overall

### 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)
- Overall
- Blue winter coat

## SCHOOL BAG

There is no backpack stipulated to come to school, but please note 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 or after school. Contact the Main Office for details.

### 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 charities events.

### Class Changes

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.

### Concerts

Baby Caxton, Nursery and Reception prepare and perform a concert for their families during the school year.

### 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 cooperate 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.

## **Hairdresser**

This is available during the school day. Contact the Main Office to organise an appointment.

## **Holiday Camps**

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

## **Images**

Parents must authorise for their child to have their photograph taken and used. Therefore parents visiting school should not take photographs or videos of other pupils. If they do, it can only be used for private use and not uploaded on any social media, including WhatsApp.

## **Library**

Pupils visit the library every week and pupils in Reception can choose a book to take home and share with their family. At this stage, parents must help their child to return it on the date indicated.

## **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 can be located in the Primary Office 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 in the present.

## Money

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

## Parent Events

Parents are invited to a range of events during the school year, including activity afternoons, parent talks and concerts.

## 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 and the school blog.

## Parents' Waiting Area

If you need to collect your child early from school, parents should wait in the school clinic, where your child will be taken to at the stipulated times. The clinic can be accessed from the first floor of the underground parking.

## 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.

## 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.

## School Shop

The school shop is located in front of the Main Office and is open all year from 09.00 - 18.00. Parents can pre-order uniforms by contacting Isabel Durá via the parent profile, your child's diary or by telephoning the Main Office.

## 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.

