



CAXTON COLLEGE
BRITISH SCHOOL SINCE 1987

**Primary
Parents' Handbook**
2019-2020



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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 experience for everyone.

Caxton College is an exciting, safe and caring environment where every child feels valued and included. It is our aim that we will give your child the best possible education: they will be busy and we will ensure that they are, above all, happy.

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 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 Parent Profile. 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 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
- **Ethics** - Mr Nik Leysen
- **Religion and Communions** - Ms Ángela Bas and Ms Cristina García
- **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 - 4:45 pm** and children are expected to attend school every day unless they are ill. We do ask for pupils to arrive before 09.20 so they start their day on time and they should not be collected before 16.45, unless absolutely necessary.

Morning

Car children may arrive at school from 09:00 am where they must go straight to the morning car room (room 153) until 9:20 am.

Parents can access the first floor of the underground school car park.

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.

No pupils should be left unsupervised on the school premises before 9:00 am.

Children arriving by bus are guided to their corresponding entrance by the bus monitors.

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 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. Primary pupils are expected to follow the bus rules which the Transport department will send before the start of the school year.

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 16.50 and then collect your child from the bus before it departs at 17.00. 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 / 131 A (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. Pupils are not allowed to be collected from their classrooms. 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 3:10 pm

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

Club Activities

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

- Year 1, 2 & 3: 1:20 - 2:05 pm
- Year 4, 5 & 6: 2:15 - 3:05 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 pastoral or academic concerns. This can be done via the Class Dojo, the Parent Profile 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.

Diary

Pupils in Years 3 and 4 are provided with a diary at the start of the academic year to note down their homework tasks. Written messages for the class teacher should be sent via Class Dojo and messages for any other departments should be sent directly from the parent profile.

Class Dojo

As well as a positive behaviour tool, the Class Dojo 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 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. 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 - 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 |
| 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 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 (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 a letter to invite you to these meetings. Should

you or the teacher require any further meetings, these can be arranged.

ABSENCES

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 09.00. 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^o or higher).

SCHOOL MEDICAL ASSISTANCE

Dr. Mascarós visits the school every week. Caxton College 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, they will be accompanied or sent 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 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, 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

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 of the following subjects:

Core Subjects

- 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 Religión (in Spanish) or Ethics (in English).

At the beginning of each term, you will receive a copy of our objectives providing information on the topics and what the children will be studying in each subject.

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.

Late Entrance Programme

If a pupil starting in Reception or higher year group does not have the sufficient level of English needed to achieve the curriculum objectives, he/she will have specific 1:1 or small group classes to help develop the English skills in order to integrate fully into the class.

The amount of Late Entrance lessons depends on the child's level of English and they are timetabled to take place within the school day and normally during the class Maths and English lessons.

Parent meetings are held every term with the Late Entrance teacher and the class teacher to discuss progress, next steps and confirm the amount of classes for the following term.

Creative Curriculum

At Caxton College, we chose to design our own curriculum with creativity at his 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 online 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 profile 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

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. 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 ear phones) to use for class and homework tasks. If you need to buy a new iPad, the school recommends an iPad 2018 128GB. For further information, Year 5 & 6 parents can consult the iPads Guide available on the parent profile.

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 ICT department.

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

HOMEWORK TASKS

This is a short daily activity for pupils to complete (October - end of May) which is due into school the next day unless specified. Tasks will include reading, maths and spelling, and may include some online activities.

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

Year 3 and 4 pupils note down the homework task in their diary, while Year 5 and 6 pupils access their homework via Showbie or Google Drive on their iPad.

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

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 that 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 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 sensibly and quietly

Good work and behaviour are rewarded by:

- **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 SLT to be praised individually and to choose a sticker.
- **Class Dojos** are awarded to pupils for a range of behaviours. This information is shared with parents of Year 1 - 6 pupils.
- **Golden Time** is celebrated in Years 3 - 6 on a Friday afternoon for all pupils who have showed consistently good behaviour during the week. They take part in a special activity which is led by the class and specialist teachers
- **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 three pupils per class during the end of term key stage assembly in the theatre. These are linked to our school vision.
- **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/2019/07/behaviour-policy-1.pdf>

Social and Emotional Aspects of Learning (SEAL)

The main aim of the SEAL programme is to promote positive behaviour and efficient learning.

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 SEAL topic

SEAL Topics and Core Values

- New beginnings - Positivity
- Getting on and falling out - Respect
- Anti-bullying - Integrity
- Going for goals! - Perseverance
- Good to be me - Responsibility
- Changes - Resilience

STATIONERY AND EQUIPMENT

Pupils in **Y1&2** need a named plastic cup and a passport sized photo of themselves.

From **Y3-6 pupils** will need their own 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 blendy rules)
- Biro pens - blue or black and red
- Highlighter pens - (pink, green, yellow)
- Small scissors
- Year 5 & 6 only: A protractor, and a pair of compasses and headphones.

All of these items should be clearly named and fit into 2 small pencil cases.

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

Pupils from Year 3-6 will also be given a recorder and House pack, containing a badge, caps and neck scarf.

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 profile.

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.

Parents are invited to school to have lunch with their children once during the academic year. This should be arranged, in advance, directly with the dining room.

Parents must enter via the Primary Office where they will be registered and given a One School, One Community sticker.

Snacks

The school provides an afternoon snack for pupils up to Year 2.

All pupils are encouraged to bring one small healthy snack for the morning playtime, avoiding biscuits and sweets. Pupils in Y3-6 can purchase a snack from the dining room.

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:

- Parents Handbook
- Parent profile codes which gives access to the school calendar, menu and other important information
- Book order
- Apps order for Year 5 and 6

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

This is for all new Year 1 to 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. We look forward to giving you a very warm welcome.

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 the Primary Office about 9:15 am and a member of staff will accompany them to their classroom.
- Diary (Year 3 and 4 only) - your child will be given one of these on their first day.

You will be invited to the following Parent Welcome Meetings. Details to follow.

- Year 1 & 2: Tuesday 17th September at 6:00 pm
- Year 3 & 4: Thursday 19th September at 6:00 pm
- Year 5 & 6: Tuesday 24th September at 6:00 pm

If a pupil starting in Caxton College does not have the sufficient level of English or Spanish needed to achieve the curriculum objectives, the Late Entrance and ELE (Spanish as Additional Language) Departments will provide additional support so the child can successfully integrate into the normal class as soon as possible. Parents will be informed of their child's specific needs.

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 and 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 8:30 am to 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.

BOYS' SCHOOL UNIFORM

| SUMMER UNIFORM (September, October and after Easter) | |
|--|--|
| <ul style="list-style-type: none"> • Caxton navy blue shorts (Y1-2 model and Y3-6 model) • Caxton white short sleeved polo shirt • Navy blue socks • Navy blue shoes (no trainers or sandals are permitted) • Overall • School bag (wheelie bags are not permitted for safety reasons) | |
| WINTER UNIFORM (from November to Easter) | |
| Year 1 & 2 | Year 3 - 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) • Overall • School bag (no wheelie bags) • Blue winter coat | <ul style="list-style-type: none"> • Caxton navy blue long trousers or shorts • Caxton long sleeved polo shirt • Caxton navy blue cardigan or jumper • Navy blue socks • Navy blue shoes (no trainers) • Overall (for art) • School bag (no wheelie bags) • Blue winter coat |

GIRLS' UNIFORM

| SUMMER UNIFORM (September, October and after Easter) | |
|--|--|
| Year 1 & 2 | Year 3 - 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) • Overall • School bag (no wheelie bags) | <ul style="list-style-type: none"> • Knee length Caxton tartan skirt or Caxton navy blue girls shorts • Caxton white short sleeved polo shirt • Navy blue socks • Navy blue shoes (no trainers or sandals) • Overall (for art) • School bag (no wheelie bags) |
| WINTER UNIFORM (from November to Easter) | |
| Year 1 & 2 | Year 3 - 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) • Overall • School bag (no wheelie bags) • Blue winter coat | <ul style="list-style-type: none"> • Knee length Caxton tartan skirt or Caxton navy blue girls trousers • Caxton white long sleeved polo shirt • Caxton navy blue cardigan or jumper • Navy blue tights or socks • Navy blue shoes (no trainers) • Overall (for art) • School bag (no wheelie bags) • Blue winter coat |

PE KIT

| Year 1 & 2 | Year 3 - 6 |
|--|---|
| <ul style="list-style-type: none"> • Sports bag • Trainers with velcro straps • Sports socks • Caxton red short sleeved t-shirt • Caxton shorts | <ul style="list-style-type: none"> • Sports bag • Trainers • Sports socks • Caxton red short sleeved t-shirt • Caxton shorts (summer) • Caxton tracksuit (winter) |
| <ul style="list-style-type: none"> • Pupils should bring their PE kit to school on Monday and take it home each Friday. • PE kits are needed all year as classes take place indoors and outside depending on activity and weather. | <ul style="list-style-type: none"> • Pupils should not come to or go home from school wearing their PE kit or trainers unless requested to do so by the school. |

5. OTHER INFORMATION (A-Z)

Assembly

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

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 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.

Communion

Year 4 pupils have the option to prepare and take the Communion at school.

Concerts

Each year group (except Year 4) 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.

Eco Warriors

Year 3 - 6 pupils have the opportunity to apply to become an Eco Warrior. Children meet weekly to share ideas on how we can help all pupils and staff to look after our planet and they also recycle once per week.

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 will 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.

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.

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 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 to choose a book to take home. Depending on the age of the pupil, books can be kept for up to one month. At this stage, parents must ensure that their child assumes the responsibility of taking care of the book and returning 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 and ask them to look for any missing items first. 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, the school blog and school website.

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 sent to at the stipulated times. The clinic can be accessed from the first floor of the underground parking.

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.

There are also opportunities for Year 5 & 6 pupils to become Library, Diary and Playground Helpers and form part of the Guinea Gang, who help look after Squeak and Cherry!

Reading

As we promote a love for reading, children are encouraged to read every day (a library book, their own choice, a reading scheme book). 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.

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.

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.

