



Caston

Church of England (CE VA) Primary School



The Dove Federation

**“God has given each of you a gift from his great variety of spiritual gifts. Use them well to serve one another.”**

## **A warm welcome from the Head Teacher**

Dear Parents and Carers,

Thank you for choosing Caston Church of England (VA) Primary School for your child. On behalf of the Governors and Staff, I would like to warmly welcome you into our community, and hope that your child will flourish and grow whilst they are with us.

As a Church of England School, we have great links with our local Church. The School and its pupils reflect the dedication to the Christian values and beliefs we hold at the centre of our ethos.

Starting a new school is the beginning of a three-way partnership between Parents/Carers, the School, and the Pupils. We want this partnership to be strong in supporting the educational journey of all of our children into well-rounded, thoughtful and caring individuals who can find their way in the world.

We would like parents to be fully involved in the life of the school and to support their children throughout their time here.

We understand that all children are individuals and work in different ways and at a different pace to others around them. As such, we aim to be an inclusive school where everybody can successfully grow in all aspects of school life.

You will find most of the information you need here in this prospectus – more information is available on the website. However, if you still have any further questions, please contact me at school.

We look forward to welcoming both you and your child into our school and hope that they will be happy here.

Mr Mark Cresswell

# Closures and Contacts

## School Closure

The school rarely closes because of bad weather, but if particularly bad weather is forecast, please check the school closures daily by way of:

Local radio - BBC Radio Norfolk 95.1FM & 104.4FM

Norfolk Council's website – [www.schoolclosures.norfolk.gov.uk](http://www.schoolclosures.norfolk.gov.uk)

The school's website – [www.caston.norfolk.sch.uk](http://www.caston.norfolk.sch.uk)

Contacts:

Chair of Governors                      Mrs Helen Adshead

Clerk to the Governors                Mrs Sheila Hoyle

Executive Head Teacher                Mr Mark Cresswell

Head of School                          Mr Marcus Halmshaw

Federation Support Manager        Mrs Angela Charlesworth

Chair of Friends                         Mrs Amanda Jones

School website: [www.caston.norfolk.sch.uk](http://www.caston.norfolk.sch.uk)

School email: [office@caston.norfolk.sch.uk](mailto:office@caston.norfolk.sch.uk)

Chair of Governors email:

[chairofgovernors@thedovefederation.norfolk.sch.uk](mailto:chairofgovernors@thedovefederation.norfolk.sch.uk)

### Address:

Caston Church of England (CE VA) Primary School

The Street

Caston, Attleborough

Norfolk, NR17 1DD

## Coming to School

### Open Days

Parents and grandparents are invited to see the school in action twice during the year. We will let you officially know when this is going to happen. For Reception children we will wait until the children have settled in before inviting you to the school for an open morning.



### Parents' Evenings

Parents' evenings are held twice per year. During the Autumn and Spring terms there will be the opportunity to speak to the teacher to discuss your child's progress. In the Summer term you can book an

appointment if you wish to do so.

### Meet the Teacher

Early in the Autumn there will be time to meet your child's teacher in a more informal way. The teachers will inform you about procedures in their classrooms and the curriculum for that year.

### Collective Worship

Every Thursday afternoon, starting at 2.45 p.m., we celebrate the successes of the previous week with all the children and parents in our hall. Parents/carers are invited if your child is receiving an award!

# School Uniform

The school has a uniform which we encourage the children to wear at all times. You can purchase sweatshirts, cardigans, book bags etc. from [www.schooltrends.co.uk](http://www.schooltrends.co.uk)

## Boys and Girls

Royal blue sweatshirt and cardigan with school logo.

Grey trousers, skirt, shorts or pinafore.

White polo shirt

Grey or white socks or tights

Girls summer variation – Blue and white checked summer dress

Black school shoes



## Art and outside clothes

It would be appreciated if parents could provide protective clothing for use during art activities. An old shirt for the older children and a plastic apron for the younger children will lessen the damage to clothes. As outdoor learning is going to be more a part of our curriculum we would like all our children to have Wellington boots and water proofs at school. Please make sure that ALL items are properly labelled, so lost items can easily be recognised.

## Sportswear

For PE and most games children should wear shorts, a team colour or white T-shirt and gym shoes are needed. For indoor activities they should go bare-footed or wear clean trainers. During winter months children will be allowed to wear track suits and trainers outside. Outdoor footwear should come in a plastic bag.

# The School day

The school day starts at 8:55am and ends at 3:15pm. Doors open at 8:45am.

## Arrival

Children should arrive at school between 8:45am and 8:55 am when there will be start of the day activities. Children enter and leave school via the playground, please do not use the main school door.

Parents are encouraged to leave the playground as soon as possible to allow the gates to be locked and the teachers to take the children into their classrooms. Children should not arrive before 8:45am, unless supervised and we cannot accept liability for those who do.



## Lunch Time

Our school lunches are cooked onsite by Vertas catering. We can certainly recommend them as both quantity and quality are good. There is a variety of choices every day including jacket potatoes and vegetarian meals. For more information contact the school office.



## After school clubs

There is variety of after school clubs, these will be announced in our newsletter.

# Your role as a parent / parental involvement

## Volunteers

We welcome volunteers in our school to support children with their learning and with activities such as school trips. If you have any talents you want to share with our children, please contact the Head Teacher.

As a school we have a friendly Friends committee who are working incredibly hard to get extra funding in for the school. If you would like to become involved as well please contact our Head Teacher or contact Ms Greenacre.

If you are interested in volunteering on a regular basis, you will need a DBS check. Please contact the school office in the first instance.



## Homework

Evidence has shown that parents have more influence on children's learning than anyone else.

Therefore we would ask you to plan some time to support your children daily with their reading and other homework tasks. The homework tasks have clear objectives, yet can be completed in any way the children like.



# Teaching and learning

## Our Curriculum

Our curriculum is literacy based and linked to topics that lend themselves to a particular genre. We aim to inspire the children with additional visits, visitors coming to the school and supporting homework tasks which will give the children plenty of scope to use their creativity.

## Collective Worship

Every Thursday afternoon we celebrate last week's successes in Collective Worship to which parents / carers are invited if your child has received an award.



# Communication

## Letters Home

Whenever possible we always try to send our letters via email and communication via text message and also on our school website. Paper copies of letters will also be available in the reception area of the school in case you do not have internet or a printer. Please ensure that the office has your up to date email addresses and mobile telephone numbers. If you wish to receive the letters by paper format please let the office know.



## Data Collection

Every year we will ask you to confirm that the information we hold about you and your family is

accurate and up to date. Please let us know if anything changes, as it is essential in case we need to contact you during the school day.



## Website

Our website is a useful source of information about our school, containing essential information regarding pupils, parents, our curriculum and a list of important dates. It is regularly updated so please do use it to check for any information you might be looking for.

[www.caston.norfolk.sch.uk](http://www.caston.norfolk.sch.uk)

## More Information

### Sickness Absence

If your child is not well enough to attend school, please let us know before registration. The school secretary will, as part of our cluster policy, ask the reason for absence. There is a leaflet available at the office to guide you in case you are not sure your child should come into school. Most of the time we find though that children feel better as soon as they are in school. If your child is ill for more than one day please contact the school every morning before 9:00am. This is for safeguarding reasons! On your child's return to school we require a note from you explaining the absence.



Persistent and frequent absence will be passed on to the Cluster Attendance Officer or the Pupil Attendance Improvement Officer.

### Holidays

A good attendance, more than 97%, will help improve your child's success at school. Taking time off for a holiday during term time will not be authorised, except in exceptional circumstances.

### Medicines

When it is essential for your child to have medication during the school day we require a signed letter from you as a parent, stating what the medicine is, who it is for, the dosage, when to give it and for how many days. We are only able to give prescribed medication to your child.

### Injury or Illness

When your child is hurt or becomes unwell at school we will administer first aid. In case of a concern we will contact you. If we are unable to contact you, we will contact a health professional. Please make sure your address and telephone numbers are up to date!

## Swimming

Pupils in Year 3, 4 and 5 attend weekly swimming lessons every Friday afternoon during the Autumn and Spring terms.

Swimming lessons take place at Dereham Leisure Centre where a swimming instructor is in attendance. Pupils are also accompanied by school staff and parent volunteers.

## Complaints

We recognise that complaints might sometimes occur and we take them seriously. If you have a complaint, then please speak to the teacher first. If you wish to take the matter further speak to the Head Teacher. If the matter is still unresolved, please ask for details of the Complaints Procedure.



## Valuables and Jewellery

Valuables should not be brought to school and we will not accept liability for any loss or damage to any such valuables. The only jewellery pupils are permitted to wear are watches and small stud earrings. They must be removed before PE, games and swimming. The taping-over of earrings will only be permitted in the initial weeks following an ear piercing, except for swimming where all earrings must be removed. We suggest ears are pierced at the beginning of the summer holiday.



**Address:**

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The Street

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Attleborough

Norfolk

NR17 1DD

Tel: 01953 483304

Email: [office@caston.norfolk.sch.uk](mailto:office@caston.norfolk.sch.uk)