

# Parent/Carer Handbook



**Caister**  
Primary Federation

To make an appointment, or for more administrative or general queries, a call to the office is the way to sort things out. Schools are incredibly busy places and the time between 8.00 am and 8.45 am in the morning is a time of preparation, organisation and sorting for the day for staff. If you leave a message for a teaching member of staff, we will get back to you during that day to arrange a mutually convenient time to see you or to talk.

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## Caister Primary Federation

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### Disclaimer:

The information and particulars in this prospectus relate to the school year 2020/21 and are correct at the time of publication. It should not be assumed that there will be no changes affecting the relevant arrangements or some matter particularised:

- before the start of, or during the school year in question, or
- in relation to subsequent school years.

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# Chair of Governors Message

Welcome to Caister Primary Federation!

You will see as you flick through the pages of this handbook that our schools are a vibrant and nurturing place for learning. As governors we feel privileged to be part of a community where so many people are committed to giving our children the best possible opportunities to learn and grow into well-rounded, curious and caring individuals.

It is our job to set and monitor policies, plans and procedures that guide the running of the school. The day-to-day management of the school is not our responsibility—that falls to our Executive Head Teacher, Mr Rice. To fulfil our roles well, we become involved in all aspects of the life of the school – meeting with staff and attending events including regular governor meetings. We try to be 'critical friends'. We have the best interests of the school at heart but sometimes it falls to us to ask the difficult questions, and sometimes we have to make difficult decisions. It is down to us to approve the school budget.

Our schools are doing well, but are always striving to do better. Jonathan and his team have a vision for raising the attainment of our students and for maintaining the special Caister ethos. As governors, we are behind them every step of the way. If you would like to talk to a governor about the school, please feel free to contact the school office and one of us would be more than happy to meet with you.

Warm wishes.



**Rob Bush**

Chair of Governors

On behalf of the governors



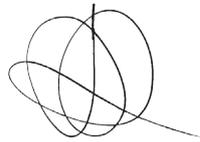
# Introduction

Welcome to Caister Junior, Infant & Nursery Schools.

We are delighted that you have chosen us for the next stage of your child's education.

This handbook is a quick guide to what you will need for school - uniform, equipment, key dates and everything else we offer.

We are really looking forward to seeing you here and very much hope you will enjoy your time with us on this next important stage of your child's education journey.



**Jonathan Rice**  
*Executive Headteacher*



# Admissions

## Infant with Nursery

Caister Infant with Nursery School has 16 places for two year olds in FS1 (Foundation Stage 1) and 52 places for three and four year olds.

The school holds two waiting lists for admission to nursery - one for children waiting for a funded school nursery place and one for two year olds.

For a funded place, most children will start in September, but additional children may be admitted in January and April if there are still spaces available. Two-year-olds may take up a place as soon as a space is available anytime throughout the year.

For more information regarding funding and charges for additional sessions please contact the office: [dhoy@caisterinfant.org.uk](mailto:dhoy@caisterinfant.org.uk)

## Junior

In Caister Junior School, we have 12 classes covering 360 pupils in four year groups; in Years 3 and 4 we learn in mixed ability classes, while in Years 5 & 6 we group children according to their prior attainment for English and Maths. We supplement this learning with interventions where they are needed to ensure everyone's individual learning needs are catered for.

## Transition

Towards the end of the summer term all new intake children have the opportunity to spend two days at the school: meeting teachers, looking around the school and working on challenges in preparation for the September transfer.

If you are moving into the area and want to send your child to Caister Primary Federation, please contact the [Head of Central Services](#) for an appointment. You will be given the opportunity to view the school, complete admissions documents and receive a prospectus.

The school's admission limit for 2019/20, agreed with the Children's Services, is 90 children per year group. In the event of over subscription, preference will be given to children living nearer to the school according to the following criteria, in order of priority.

### Children living within the designated area served by the schools who:

- Children with a statement of special needs
- Children looked after by the Local Authority
- Have a sibling attending the school at the time of their admission
- Have a sibling attending either school
- Have no sibling connection with either school

### Children living outside the designated area served by the school who:

- Have an older brother or sister attending at the time of admission.
- Have a sibling attending the adjoining Infant School
- Have no sibling connection with the Junior School or Infant School
- Have medical conditions resulting in them being recommended by a doctor to attend the school.

If a request for admission is refused, parents have the right of appeal to an independent appeals panel.

# Absences

Good attendance has a positive effect on children's achievement throughout their schooling. Children who miss an average of 17 days per school year throughout their schooling have been shown to achieve one GCSE grade lower on average at age 16. That is why we make every effort to ensure our children's attendance at Caister Primary Federation is consistently high. So, we will telephone you if your child is not in school and we have not heard from you - please telephone the school by 8.40 am in the event of sickness or an unplanned absence.

Norfolk County Council (our Local Authority) operates a system where any pupil who has at least 15% unauthorised absence over a six-week period (4 1/2 days) or 10 consecutive sessions (5 days) unauthorised absence, will meet the criteria for legal intervention, which could be in the form of a Fixed Penalty Notice. We automatically refer pupils who meet these criteria to the L.A.

If a Fixed Penalty Notice is issued, it carries a fine of £60 per parent per child, which must be paid in one payment within 21 days. If unpaid, a further invoice for £60 per parent per child is issued. Both individual invoices then have to be paid, making a total payment of £120 within 28 days. Failure to pay the total amount within the timescale would result in legal actions being taken.

We are happy to administer medicines if it is necessary for them to be taken during school hours; for instance if the required dosage is 4 times a day (if the dosage is 3 times a day we recommend first thing in the morning, immediately after school and before bedtime).

If you need us to administer medicine, please complete a form and hand it into reception along with the medicine in a named container.

Children need to be away from school when they have certain illnesses. Minimum exclusion periods are as follows:

## Minimum Exclusion Periods for Common Illnesses and Infections

<b>Sickness</b>	48 hours after sickness has stopped
<b>Diarrhoea</b>	48 hours after diarrhoea has stopped
<b>Chicken Pox</b>	5 days from the onset of the rash
<b>Conjunctivitis</b>	Exclusion not usually necessary after medical treatment
<b>Impetigo</b>	48 hours after treatment commenced
<b>Measles</b>	Exclusion until well
<b>Mumps</b>	Exclusion until swelling has subsided
<b>Rubella</b>	Exclusion for 7 days after onset of rash
<b>Slap cheek</b>	Exclusion until clinically well



# Infant School SATs Results

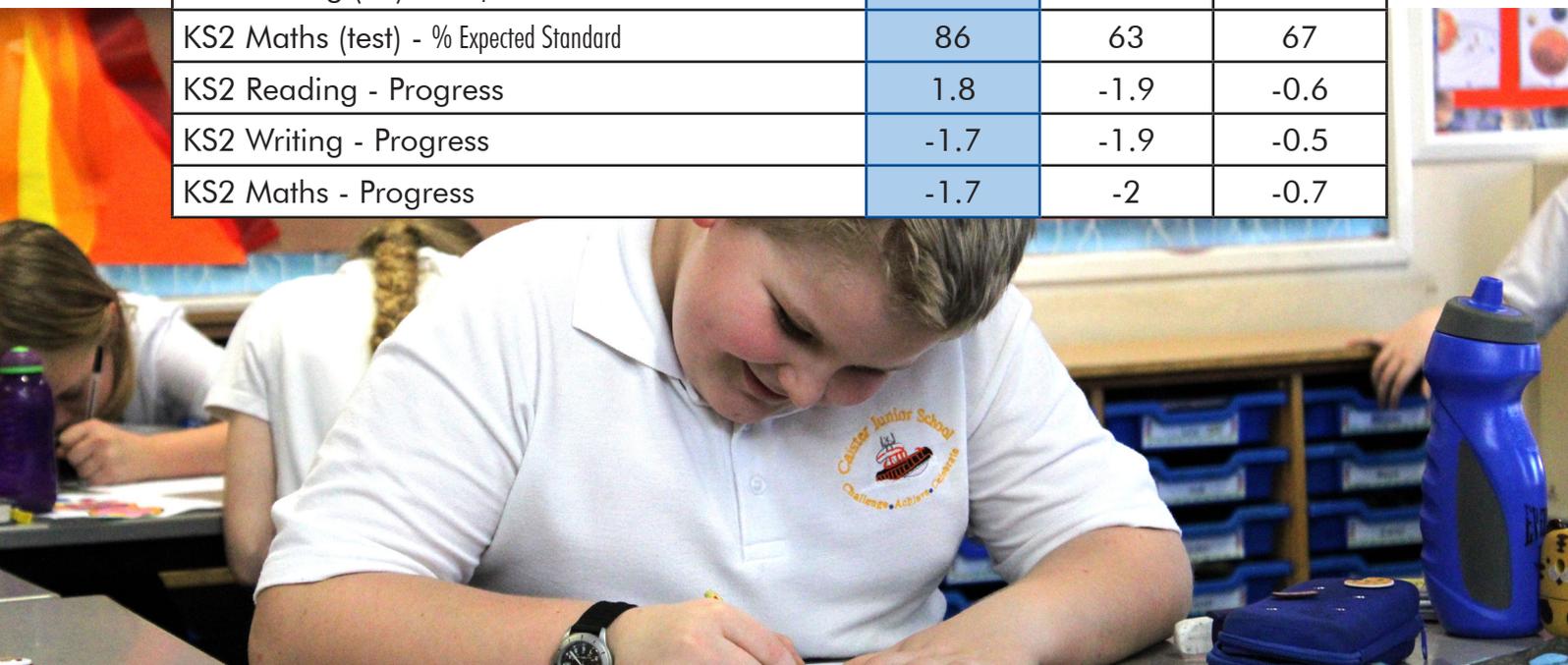
Your support is vital in ensuring your child enjoys their time at Caister Primary Federation and makes excellent progress. We want to work together with you every step of the way.

You will be invited to parents' evenings through the year as well as informal drop in sessions where you can view your child's work and chat to their teacher. We are always pleased to talk with you - simply make an appointment at reception.

<b>Early Years Foundation Stage</b>			
<b>Assessment Area</b>	<b>School Actual</b>	<b>Norfolk Average</b>	<b>National Average</b>
Good Level of Development	79	73	72
<b>Year 1</b>			
<b>Assessment Area</b>	<b>School Actual</b>	<b>Norfolk Average</b>	<b>National Average</b>
Phonics Screen Test	80	-	82
<b>Pupil Premium</b>			
Phonics Screen Test	62.5	-	-
<b>Standard Attainment Test (S.A.T.s) Results for 2019</b>			
<b>Assessment Area</b>	<b>School Actual</b>	<b>Norfolk Average</b>	<b>National Average</b>
KS1 Reading - Expected	76	73	75
KS1 Reading - Greater Depth	22	23	25
KS1 Writing - Expected	71	66	69
KS1 Writing - Greater Depth	14	11	15
KS1 Maths - Expected	73	75	76
KS1 Maths - Greater Depth	22	20	22
KS1 Reading, Writing & Maths - Expected	68	61	65
KS1 Reading, Writing & Maths - Greater Depth	12	-	-
KS1 Science	83	-	82
<b>Pupil Premium</b>			
KS1 Reading - Expected	63	56	62
KS1 Writing - Expected	69	47	55
KS1 Maths - Expected	75	59	62
KS1 Reading, Writing & Maths - Expected	63	-	-

# Junior School SATs Results

Standard Attainment Test (S.A.T.s) Results for 2019			
Assessment Area	School Actual	Norfolk Average	National Average
KS2 Reading, Writing and Maths - % Expected Standard	70	60	65
KS2 Reading, Writing and Maths - % Higher Standard	10	7	11
KS2 Reading - Progress overall	-0.7	-1	0
KS2 Writing - Progress overall	-1.1	-1	0
KS2 Maths - Progress overall	-0.4	-1.1	0
KS2 Reading (test) - % Expected Standard	86	70	73
KS2 Reading (test) - % Higher Standard	27	23	27
KS2 Writing (TA) - % Expected Standard	80	75	78
KS2 Writing (TA) - % Greater Depth	24	16	20
KS2 Maths (test) - % Expected Standard	91	75	79
KS2 Maths (test) - % Higher Standard	27	21	27
KS2 GPS (test) - % Expected Standard	79	71	78
KS2 GPS (test) - % Higher Standard	18	26	36
Pupil Premium			
KS2 Reading, Writing and Maths - % Expected Standard	48	46	51
KS2 Reading (test) - % Expected Standard	86	58	62
KS2 Writing (TA) - % Expected Standard	57	62	68
KS2 Maths (test) - % Expected Standard	86	63	67
KS2 Reading - Progress	1.8	-1.9	-0.6
KS2 Writing - Progress	-1.7	-1.9	-0.5
KS2 Maths - Progress	-1.7	-2	-0.7



# Policies

## Behaviour Policy

Everyone is welcome at Caister Primary Federation. We work very hard to promote a positive, inclusive environment where all our children feel secure and valued.

We use the principles of Norfolk Steps training to achieve this. We set good examples, agree positive rules, follow agreed rewards and sanctions and have high expectations at all times.

Our sanctions are easily understood because our approach is consistent. We expect our children to make 'good choices', whether in lessons or at playtime. Our behaviour system supports children in making good choices, whatever has happened before.

## Charging Policy

We offer a wide range of trips - both day trips and residential - but these simply cannot be afforded from the school budget. Therefore we have to ask parents for a voluntary contribution if they are to go ahead.

If you find it difficult to make a contribution to these trips, please contact the headteacher in confidence.

## School Council

We work closely with children at our school to ensure we hear their views and that they play a significant part in shaping their future. The school council is elected at the start of the year and meets regularly. Their work is divided into three sub-committees; Teaching and Learning, Behaviour and Catering.

At the Junior School, a Head Boy and Head Girl are also elected by the whole school at the start of the year. Their role is to lead the school council, represent the school and to meet regularly with the headteacher.

## Relationship & Sex Education

Sex Education at Caister Junior School will be placed in the context of Health Education and Personal and Social Education. It will be given in such a manner as to encourage the children to have due regard to moral considerations and the value of family life. Some of the content will be covered in the teaching programme, which is the responsibility of the class teachers in the different year groups. Much of the content will be conveyed in the way we behave towards each other, adult to adult, adult to child and child to child.

The governors acknowledge that children have always and will always ask questions relating to sexual behaviour. The school policy is to answer such questions honestly in a manner appropriate to the child and to the circumstances (This is an extract from the Governing Body Policy on Sex Education, which can be read in its entirety on application to the Head Teacher). All resource material will be made available for inspection by parents on request.

Parents have the right to withdraw their children from non-National Curriculum aspects of the Sex Education offered by the school under the terms of section 241 of the 1993 Education Act.

## Religious Education

Non-denominational religious education is provided for all children as part of the curriculum and in accordance with the local agreed County Religious Education syllabus. Assemblies are an important part of the school day where we meet and emphasise values and attitudes towards each other, the world around us and Christian beliefs.

Parents have the right to withdraw their children from Religious Education and collective worship should they so wish. Parents should inform the school in writing of their reasons for withdrawal. Pupils experience themed days - which have proved very engaging and educational.

# Policies

## Operation Encompass

At Caister Primary Federation we are working in partnership with Norfolk Constabulary and Norfolk Children's Services to identify and provide appropriate support to pupils who have experienced domestic violence in their household; this scheme is called Operation Encompass. In order to achieve this, Norfolk Children's Advice and Duty Service will share police information of all domestic incidents where one of our pupils has been present with the Designated Safeguarding Lead(s). On receipt of any information, the Designated Safeguarding Lead will decide on the appropriate support the child requires, this could be silent or overt. All information sharing and resulting actions will be undertaken in accordance with the 'Norfolk Joint Agency Protocol for Domestic Abuse – Notifications to Schools'. We will record this information and store this information in accordance with the record keeping procedures outlined in this policy.

## Special Educational Needs & Disabilities

Appropriate support is given to all children who need it. This may include an SEND Support Plan which we will put together alongside you and your child. If necessary we will call in the support of an Educational Psychologist or a Speech and Language Therapist. We may also suggest applying for an Education Health and Care Plan to outline additional help for your child.

Our highly experienced SEND Coordinators will work closely with you and your child to ensure their needs are met and they continue to make excellent progress.



# Term Dates

September 2020						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2020						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2020						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2020						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2021						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2021						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2021						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2021						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2021						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2021						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2021						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2021						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Key		
	School Holiday	
	Bank Holiday	
	Weekend	



# School Meals

We run our own in-house catering led by our own catering manager Mrs Sam Copsey. All meals are freshly cooked every day using fresh meat from local butchers and fresh fruit and vegetables from local suppliers. We offer a wide range of meals and sandwiches, all balanced nutritionally and excellent value for money.

Our kitchen also offers a birthday lunch (see enclosed leaflet) and from time to time we will invite you in for a shared lunch with your child, followed by a classroom visit.

If your child brings a packed lunch, please ensure the container is labelled. We discourage sweets and chocolate bars - please don't include them in your child's packed lunch.

Pupils at Caister Infant with Nursery School are eligible for Universal Free School Meals.

At Caister Junior School meals are chargeable. The cost from September 2021 will be £2.50 paid using our electronic payment system Pupil Assesst.

We may be able to offer you some assistance.

Free school meals are available for your child if you already receive:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part IV of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you are also not entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Universal Credit
- Working Tax Credit run-on-paid for 4 weeks after you stop qualifying for Working Tax Credit

A copy of the application form is included with this prospectus



# The School Day

## High Expectations lead to High Standards

Our curriculum is based on termly topics which the whole school studies, incorporating English, Science, Computing, Art and the Humanities. Maths Languages, PE and RE are still taught separately. In the past year children have studied topics as diverse as Beaches, Seas and Oceans; Kings & Queens and Chocolate.

The aim of this cross curricular approach is to capture the interest of our children by making their learning meaningful, equipping them to be independent, successful learners.

Teachers take responsibility for the children between 8.30am and 3.30pm, not before or after those times. Please ensure your child arrives and is collected promptly every day.

## Nursery School Day

**08.00**

Breakfast Club

### Morning Session

**08.55**

Children come into Nursery  
*(Children can stay until 11:25, for lunch or for the while day)*

**11:25**

Lunch

### Afternoon Session

**12.40**

Children come into Nursery  
*(Children can start at 11:25 with lunch)*

**15.10**

End of school day

**15.10-17:30**

After School Club



# The School Day

## Infant School Day

<b>08.30</b>	Gates open - <i>playground is supervised</i>
<b>08.45</b>	Children come into school to be registered <i>(Children arriving after 08.45 are marked as late)</i>
<b>09.00</b>	Lesson 1
<b>09.50</b>	Lesson 2
<b>10.40</b>	Break
<b>10.55</b>	Lesson 3
<b>12.00</b>	Lunch
<b>13.00</b>	Lesson 4
<b>13.55</b>	Lessons 5
<b>14.50</b>	Assembly
<b>15.15</b>	End of school day
<b>15.15-17:30</b>	After School Club

## Junior School Day

<b>08.30</b>	Gates open - <i>playground is supervised</i>
<b>08.40</b>	Children come into school to be registered <i>(Children arriving after 08.45 are marked as late)</i>
<b>09.00</b>	Assembly
<b>09.20</b>	Lesson 1
<b>10.30</b>	Break
<b>10.50</b>	Lesson 2
<b>12.00 - 12.50</b>	Lower School Lunch
<b>12.20 - 13.10</b>	Upper School Lunch
<b>13.00/10 - 15.10</b>	Lessons 3 and 4
<b>15.20</b>	End of school day
<b>15.20-17:30</b>	After School Club



# Uniform

Details of our school uniform are below. We are very proud of how smart our young people look, both when they are in school and when they are representing us in the community.

The items listed are available from:  
**Harrisons Schoolwear, 73 Southtown Road Gt.Yarmouth ~ Tel: 01493 662214** who are the school's approved stockists.

However if you wish to purchase your uniform elsewhere, of course that's fine too.

## How we Look

Children must not wear jewellery for school other than small stud sleepers, if their ears are pierced, and a watch. Children must not wear make up. Long hair should be tied back. Dyed hair, or patterns shaved into hair, are not permitted.

## Daily Uniform:

- Polo shirt (with school logo - optional)
- Royal Blue Sweatshirt or cardigan (with school logo - optional)
- Black sensible school shoes
- Grey or black trousers or shorts, Pinafore dress or skirt
- Blue gingham dress
- School tie - Junior only (optional, available to purchase from the school office)

## P.E Kit:

- Royal Blue Shorts
- T Shirt
- Drawstring PE Bag
- House colour polo shirt (Junior only)
- Plimsolls
- Tracksuit - (not nursery)
- Trainers - (not nursery)
- Royal blue reversible rugby shirt with white collar and cuffs (optional - Junior only)

## Outdoor clothing/Forest School kit:

- Waterproof clothing (all in one suit or trousers and coat)
- Wellington boots



# School Equipment

Children in the Junior School need to bring this items listed below each school day in addition to the items of clothing listed on the Uniform page

## Equipment:

- Pencil
- Pencil sharpener
- Rubber
- Ruler
- Pencil Case
- Coloured pens/pencils (optional)

Your child will be allocated a peg to store their equipment, coat and PE kit.



“ You get to see the background of the school, like behind the scenes of a movie. ”

Head Girl



# School Experiences

## School Trips

We also enrich our curriculum with day trips to a range of exciting places, including How Hill, Fairhaven Woodland and Water Garden, the Houses of Parliament, Norwich Castle and Pleasurewood Hills to name a few. Our annual trip to the West End of London to see the Lion King musical is always popular, as is our yearly trip to see the pantomime at the Marina Theatre in Lowestoft. We have close links with wider local community.

## Wrap Around Care

We also offer wrap around care in the form of Breakfast Club and After School Club. The costs for this provision ranges depending on the duration of the session.

### Breakfast Club

7:50 - 8:40am      £4:00

### After School Club

3:20 - 4:00pm      £4.00

3:20 - 5:30pm      £8.50

Please contact the office for a booking form.  
[finance@caisterprimaryfederation.org](mailto:finance@caisterprimaryfederation.org)

## Extra Curricular Activities

We offer a range of extra-curricular activities at the appropriate time of the year, at lunchtimes and after school including:

Choir	Athletics
Cross-Country Running	Football
Reading/Library	Dodgeball
After School Club	Dance
Warhammer Club	Table Tennis

We aim to provide something for everyone. Teachers offer these activities on a voluntary basis. A full timetable of extra-curricular activities is issued at the beginning of each school year.



# Pastoral Care

Our pastoral approach has been shown to develop children's capacity to regulate emotion and develop a strong sense of self-worth. Importantly, these skills will support a child's growing capacity to make sense of the world, to be able to think about feelings and to make choices about their behaviour; all essential skills for learning. We believe that this approach has much to offer our children and our already inclusive caring school.

Our pastoral care team have undergone extensive training to ensure that they are fully equipped to work with children and the staff team, to deliver effective strategies and activities which support the development of each unique child.

This approach is used with individual children, small groups and whole classes. For individual children we work hand in hand with them and their parents to complete assessments which lead to exciting activity programmes. The emphasis is on providing positive, descriptive feedback to children. Activities are based on the arts, unleashing children's creative talents. We use puppets, sand trays, feathers, mirrors and raw materials that enable children to creatively express their thoughts, emotions and sensations. Adopting a caring attitude is key to success. By working in this extremely focused way, with individual children, we can really make a difference to their social and emotional resilience.

At Caister Junior School, since September 2018 our PSHE lessons will follow the **PATHS®** curriculum; a comprehensive programme that promotes emotional and social competency skills (self-awareness, self-management, social awareness, responsible decision making and relationship skills). The **PATHS®** model is designed to be integrated throughout the whole curriculum including writing, reading and listening skills. We believe that effective PSHE lessons reduce aggression and behaviour problems while simultaneously enhancing the educational process in the classroom.

The **PATHS®** curriculum is taught through assemblies, weekly lessons and behaviour recovery. All staff, including learning support assistants and midday supervisory assistants, will use **PATHS®** strategies to facilitate the children's emotional literacy, self-control, social competence, positive peer relations and interpersonal problem-solving skills. A key objective of promoting these developmental skills is to prevent or reduce behavioural and emotional problems.

Pupils will work independently in **PATHS®** sessions but also corroboratively with fellow peer groups during paired work and whole class discussions. Throughout the year, every child gets the opportunity to be **PATHS®** Pupil of the Day. This is a regular activity which builds self-esteem by receiving compliments from classmates, teachers and friends. Children also develop the important skill of being able to compliment themselves. Please look out for your child's compliment certificate and add a compliment of your own.

**PATHS®** is part of the ethos of our school, since September 2018 it will form part of the **PATHS®** curriculum as well as covering some of the British Values. It is a programme of lessons and strategies that helps children manage their emotions, communicate effectively and problem solve independently. It takes a holistic approach to include all children, families and staff involved.

## Infant School Pastoral provision



## Junior School Pastoral provision





**01493 378300**

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