



# Parent/Carer Handbook

## 2023-2024



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.

**01493 378300**

[admin@caisterprimaryfederation.org](mailto:admin@caisterprimaryfederation.org)

## Caister Primary Federation

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### Disclaimer:

The information and particulars in this prospectus relate to the school year 2023/24 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:

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

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# Chair of Governors Message

Welcome to [Caister Primary Federation](#), a group of schools, with a shared ethos and each with its own unique identity: Caister Infant School with Nursery, Caister Junior School, Oceans Special Resource Base and Rollesby Primary School with Nursery.

Our wonderful schools all provide a safe, caring and supportive environment for your child to grow and develop.

As governors we feel privileged to be a part of an inclusive community where staff and parents are committed to providing children with the highest quality learning to enable them to achieve to the best of their abilities. Staff provide exciting, varied and challenging opportunities for the children to learn across all areas of the curriculum.

The children within the schools are happy, inquisitive, independent and caring individuals who work hard and are proud of their achievements.

We look forward to working with you to support your child to realise their full potential.



[Tina Godbolt](#),  
Chair of Governors  
on behalf of the Governing Body.





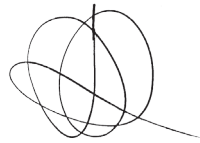
# Introduction

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

## Nursery

The Nursery has 16 places for two-year-olds & 32 places for three and four-year-olds, per day.

The school holds a waiting list for admission to nursery.

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 any nursery questions please contact:  
[dhoy@caisterinfant.org.uk](mailto:dhoy@caisterinfant.org.uk)

## Infant & Junior Schools

At [Caister Infant School with Nursery](#), we have nine classes covering 240 pupils in three year groups. In [Caister Junior School](#), we have 12 classes covering 360 pupils in four year groups. We teach all classes in mixed ability groups and 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 some time 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 on [office@caisterprimaryfederation.org](mailto:office@caisterprimaryfederation.org) 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 2023/2024, 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:

- Have a statement of special needs
- Children are 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.

\* the following 2 pages reflects the last statutory assessment data record for [Caister Primary Federation](#).

Early Years Foundation Stage Results for 2019			
Assessment Area	School Actual	Norfolk Average	National Average
Good Level of Development	79	73	72
Year 1 Results for 2019			
Assessment Area	School Actual	Norfolk Average	National Average
Phonics Screen Test	80	-	82
Pupil Premium			
Phonics Screen Test	62.5	-	-
Standard Attainment Test (S.A.T.s) Results for 2019			
Assessment Area	School Actual	Norfolk Average	National Average
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
Pupil Premium			
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 are committed to creating an environment that is based on a [relational](#) and [restorative](#) approach which strives to develop positive and trusting relationships. Positive relationships together with clear and consistent boundaries help children to feel safe and secure, giving them the ability to flourish, thrive and learn.

**READY! Respectful SAFE**

## 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 school in confidence.

## 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.

## 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 of School). All resource material will be made available for inspection by parents on request.

## 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.

At the [Junior School](#), a Head Pupil and Deputy Head Pupil 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 Head of School.

We also have subject specific ambassadors for various areas within our curriculum; their role is to work with our teaching subject leaders in the development of their subject. They respect their peers, share their views about the subjects and what they are learning.



# 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 abuse 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 & 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 2023						
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 2023						
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 2023						
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 2023						
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 2024						
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 2024						
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			

March 2024						
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 2024						
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 2024						
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 2024						
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 2024						
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 2024						
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	

School opens again on Wednesday 4<sup>th</sup> September 2024

Key		
	School Holiday	Bank Holiday
		Weekend

We run our own in-house catering led by our 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.

**Caister Junior School** also offers a birthday lunch 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 or any fizzy drinks.



We have a number of children in school with nut allergies who can develop a severe, potentially life threatening allergic reaction. Someone with a nut allergy does not necessarily have to eat the nuts, just being touched on the skin or smelling the breath of someone who has had nuts can trigger anaphylactic shock.

**We are a No Nut & No Kiwi school** this means we cannot have nuts or kiwi in any form, due to serious allergies. So we ask that you do not include nut products in the lunch boxes or snacks. For example:

- Peanut butter sandwiches
- Chocolate spreads
- Cereal bars
- Some granola bars
- Cakes that contain nuts
- Biscuits / Cookies that contain nuts
- Peanut butter cakes

Pupils at **Caister Infant School with Nursery** are eligible for **Universal Free School Meals** (Reception to Year 2).

Meals are chargeable for **Nursery & Junior School** pupils. The cost from September 2023 will be £2.50 for Nursery Pupils & £2.80 for Junior School pupils, paid using our electronic payment system Pupil Asset. At **Caister Junior School**, tuck is available at break times and can be ordered using Pupil Asset.

We may be able to offer you some assistance for school lunches.

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

Please click this link [www.norfolk.gov.uk](http://www.norfolk.gov.uk) for a copy of the free school meals application form.





# Curriculum

## High Expectations lead to High Standards

At [Caister Primary Federation](#) we offer a broad, balanced and rigorous curriculum for all our learners. Our curriculum is designed with knowledge and depth at its heart to ensure that children develop a strong vocabulary base and understanding of the world. Each year group studies one theme per term or half-term which supports the whole school in becoming immersed in the chronological understanding of their knowledge; this fosters the idea that the children's knowledge and understanding is built on and linked throughout their journey with us. The curriculum promotes long term learning and we believe that progress means knowing more and remembering more.

The aim of our curriculum design is to capture the interest of our children by making their learning meaningful, equipping them to be independent, successful learners where knowledge & skills develop over time.

PSHE lessons at [Caister Primary Federation](#) follow the Jigsaw® curriculum. Jigsaw® holds children at its heart and aims to equip them for happy, healthy lives and to be effective learners

Jigsaw® is a whole-school approach with many layers above and beyond the lesson plans themselves. The aim is to support children to feel a strong sense of belonging and community by taking part in whole-school assemblies, end of Puzzle outcomes, displays etc and to bring the learning alive through Weekly Celebrations to make it lived across the school community and in children's lives outside of school.



## Em@il Accounts

To cover all areas of the curriculum, pupils will be supplied with a email account and password.

These accounts are intended for educational purposes only. Any external use of the account is monitored and sent to the Network Manager for approval. There may be a delay in a message being sent if your child(ren) use their account(s) to send friends and family members emails while it is reviewed.

Any use of the email being used to set up a noneducational account will be denied.

# Behaviour & Relationships

Here at [Caister Primary Federation](#) we encourage children to be the best we can be.

We are committed to creating an environment that is based on a relational and restorative approach which strives to develop positive and trusting relationships. Positive relationships together with clear and consistent boundaries help children to feel safe and secure, giving them the ability to flourish, thrive and learn.

A relational approach is one that is based on the belief that children need time to reflect and learn, rather than use punitive responses and consequences which can lead to an unhealthy response, shame and breakdown in healthy relationships. These times to reflect help children to understand the effect their actions have on others and themselves.

Recognising that our emotions are a key aspect to managing behaviour, the aim of the relationship policy is to bring the whole Federation community together to adhere to some basic key principles and practices:

- To provide a safe, comfortable and caring environment where optimum learning takes place;
- To provide a clear guide for children, staff and parents of our expectations ;
- To provide a calm and consistent approach;
- All adults to take responsibility;
- A use of consistent language to promote expectations;
- To use reflective and restorative approaches rather than arbitrary ones;
- We acknowledge that different children have different [SEND](#) (Special Educational Needs & Disability) needs, including [SEMH](#) (Social, Emotion & Mental Health), and we support them accordingly.

A relational approaches will include [PACE](#) (Playfulness, Acceptance, Curiosity and Empathy); [ACES](#) (Adverse Childhood Experiences), The Restorative Approach, Norfolk Steps and the work of Paul Dix.

## Expectations

There are three Federation expectations which all children, adults and visitors are expected to adhere to. They are displayed prominently in every area of the schools and reinforced positively at every opportunity. Children are taught what each of these expectations means and how they can follow them in school. We are a vibrant and diverse community, and every member is valued for the contribution they make. Through our thoughts, words and actions, we encourage all in our schools to live out these expectations by living fully and acting justly.

**READY!**

**Respectful**

**SAFE**



# The School Day

We politely ask that children do not arrive at school before their specified time.



## Nursery

### Morning Session

**08:50** Children come into Nursery  
(Children can stay until  
11:25, for lunch or  
for the whole day)

**11:25** Lunch

### Afternoon Session

**12:40** Children come into Nursery  
(Children can start  
at 11:25 with lunch)

**15:05** End of school day

## Reception & Year 1-2

**08:45** Children come into school  
to be registered

**09:00** Lesson 1

**09:50** Lesson 2

**10:40** Break

**10:55** Lesson 3

**12:00** Lunch

**13:00** Lesson 4

**13:55** Lesson 5

**14:50** Assembly

**15:15** End of school day



## Year 3 - 4

**08:40** Children come into school  
to be registered

**08:50** Assembly

**09:05** Lesson 1

**11:00** Break

**11:20** Lesson 2

**12:30** Lunch

**13:10** Lessons 3 and 4

**15:10** End of school day

## Year 5 - 6

**08:40** Children come into school  
to be registered

**08:50** Lesson 1 & 2

**10:30** Break

**10:50** Lesson 3

**11:50** Lunch

**12:30** Lessons 4 and 5

**14:50** Assembly

**15:10** End of school day

## For details on Wrap Around Care

including Breakfast Club & After School Club

**Please see page 15**



# Where to Park?

In order to maintain a safe environment for all our staff and pupils, a barrier is in operation on the school car park which is for the use of staff members and visitors.

If you drive to school to drop off your child(ren), you are able to park on the [St. George V playing field car park](#) which has a pedestrian path leading to the main school entrance on Kingston Avenue. Alternatively, you can park on the [Lidl carpark](#) and walk down School Lane to access either [Caister Infant School with Nursery](#) or [Caister Junior School](#).

*Please note, there are parking restrictions on Kingston Avenue during the start and end of the school day.*

Please see the map below for directions.



If you are a blue badge holder, or require access to the school car park for any other reason, please contact the school office on:

[admin@caisterprimaryfederation.org](mailto:admin@caisterprimaryfederation.org)  
or  
01493 378300



# 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**  
[hschoolwear.co.uk](http://hschoolwear.co.uk)

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. However, the wearing of jewellery because of religious reasons is permitted, such as Kara brackets for Sikh people. If you are unsure if the item of jewellery you would like your child(ren) to wear is permitted, please seek permission from the Head of School. Children must not wear make up. Long hair should be tied back. Dyed hair, or patterns shaved into hair, are not permitted.

## Daily Uniform:

- White Polo shirt  
(school logo - optional)
- Royal Blue Sweatshirt or cardigan  
(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
- Drawstring PE Bag
- White T-Shirt (Infant only)
- House colour polo shirt (Junior only)
- Plimsolls or Trainers - non-marking  
(not nursery)
- Plain Tracksuit (not nursery)

## Outdoor clothing/Nature School kit:

- Waterproof clothing  
(all in one suit or trousers and coat)
- Wellington boots
- Sun hat/Sun screen  
(in appropriate weather)





# School Equipment

Children in the [Junior School](#) need to bring these 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 (*Caister Infant School pupils*) or a locker (*Caister Junior School pupils*) 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 Pupil



# School Experiences

## School Trips

We also enrich our curriculum with day trips to a range of exciting places, such as; How Hill, Fairhaven Woodland & 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 stage shows /musicals is always popular, as is our yearly trip to see the pantomime at the Marina Theatre in Lowestoft & the circus show at the Hippodrome in Great Yarmouth. In addition, we offer residential trips to Junior School pupils. We have close links with wider local community.

## Visitors

Throughout the year, we welcome visitors across our curriculum areas and visit places within the local community to enhance pupils learning. Examples of these are include:

- Adrian Hall - Orientating & Map Skills
- Religious visits
- Road Safety sessions
- GB Athletics.

## 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

#### Caister Junior School

7:40 - 8:40am £4:50

#### Caister Infant School with Nursery

7:45 - 8:45am £4:50

### After School Club

3:10 - 4:00pm £4.50

3:10 - 5:30pm £9.00

Please contact the office for a booking form.

[finance@caisterprimaryfederation.org](mailto:finance@caisterprimaryfederation.org)

Please see our website for terms and conditions

## Extra Curricular Activities

At [Caister Primary Federation](#), we offer a range of extra-curricular activities at the appropriate time of the year, at lunchtimes and after school such as:

Choir	Athletics
Art	Football
Drama	Philosophy
Yoga	Dance
Warhammer	Cricket
Zumba	Music

We aim to provide something for everyone. Teachers offer these activities on a voluntary basis and pupils & parents will be notified when clubs become available. More clubs may be added/ changed throughout the year.





# Inclusion

At Caister Primary Federation we are proud to call ourselves inclusive schools, where everybody is welcome, and we will do all we can to ensure your family is catered for, regardless of background or need.



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.

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. By working in this extremely focused way, with individual children & families, we can really make a difference to their social and emotional resilience.

By working in this extremely focused way, with individual children & families, we can really make a difference to their social and emotional resilience.



There will always be children and young people in schools facing life challenges that detract from their ability to engage with learning. Some will require greater support to increase their emotional literacy than others. [ELSA](#) is an initiative developed and supported by educational psychologists. It recognises that children learn better and are happier in school if their emotional needs are also addressed.

Our ELSA Team across Caister Primary Federation offers focused, planned psychological intervention; a reflective programme, [ELSA](#) interventions help children to make informed choices for themselves, and to recognise when to ask for support from others. Children who are experiencing emotional difficulties can be helped to deal with issues such as: anxiety, self-esteem, self-regulation, anger management, resolving conflict, social and friendship skills and bereavement

Children are usually referred for [ELSA](#) intervention via their class teacher or SENDCo. They will usually meet in a 1:1 session, or as part of a small group with the [ELSA](#). The sessions take place in a designated area where children can feel relaxed and comfortable. Sessions are fun, we use a range of activities such as: games, role-play with puppets or therapeutic activities such as mindfulness or arts and craft. Outcomes are carefully planned and monitored to develop skills and coping strategies that will help children in managing social and emotional demands more positively and effectively.

# Inclusion



**The Hublets** is our Nurture Provision Intervention at **Caister Junior School**. Group sessions support children throughout the school with their social, emotional and mental wellbeing. Nurture principles are based on Attachment Theory – the idea that developing positive relationships with family, peers and other adults from an early age facilitates healthy development. Nurture practices aim to give children the social and emotional skills to do well at school and with peers and develop their resilience.

**Space Explorers** groups are smaller than a usual class size and children visit for one or two afternoons a week, remaining with their class for the rest of their learning. There is plenty of time for speaking and listening as communication and development of language is key to Nurture practices.

**The Nest & The Pod** staff work alongside the children to recognise barriers to learning and explore solutions and strategies. We recognise achievements and milestones. We also place an emphasis on the children self-evaluating their own progress. This enables them to recognise their own self-worth and increases their ability to work independently in all areas. We also provide support for the wider family to enable us to work more holistically and achieve better outcomes for our children.

**The Cove & The Hive** are supportive and inclusive environments which offers a balance of curriculum, nurture and life skills opportunities. A curriculum that is adapted to meet individual and specific learning needs as set out by class teachers, external agencies and Education Health Care Plans. The Hive will provide an environment which will encourage independence through learning important life skills and where children will be given opportunities to relate their learning to real life experiences. Children will be encouraged to take risks and gain independence in a safe and managed environment.

The main aim of both **The Hive** and **The Cove** is to remove barriers to participation in learning and narrow the gap between the children attending and their peers in the classroom.

**Acorns** is an alternative provision that offers sessional/full time support from adults who specialise in Social, Emotional, Mental, Health adopting practice from Thrive, Trauma Informed School & Mental Health and Drawing & Thinking. This provision gives children access to emotionally available adults that can facilitate their strong emotional regulation, giving them strategies to manage within the wider school environment.

There is a strong emphasis on wellbeing and understanding of each child based on their individual needs. Acorns work alongside parents/carers, teachers and external agencies to ensure a holistic approach and good working together practice to ensure success for the child both in and out of school.



**Oceans** Special Resource Base is located within the grounds of Caister Infant with Nursery School and Caister Junior school and specialises in supporting children with **Social, Emotional and Mental Health** needs (SEMH) for children across the county. This encompasses children who may have anxiety or attachment issues, or who need help to form relationships. It could also include pupils who find it difficult to regulate their emotions, as well as those with neurological conditions such as ADHD.

# Useful Links



## Caister Primary Federation Website



## Leave of Absence Form

Complete this form to authorise holidays within term time.



## School Meals

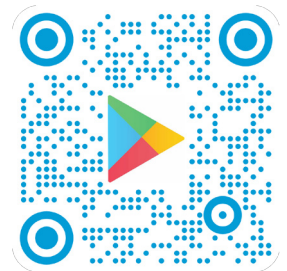
View the menus for our school. Updates each term.



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## Pupil Asset App

Use this app to order and pay for your child(ren) meals.



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## Cool Milk

Free & subsidised school milk.





**01493 378300**

[admin@caisterprimaryfederation.org](mailto:admin@caisterprimaryfederation.org) | [office@caisterprimaryfederation.org](mailto:office@caisterprimaryfederation.org)