

# Cawston Church of England Primary Academy

Aylsham Rd, Cawston, Norwich, Norfolk NR10 4AY

**GROWING EXCELLENCE 'for life in all its fullness' - Planting, Nurturing, Flourishing**



**'Success by working together'**  
**'Confident Individuals'**  
**'Successful Learners'**  
**'Responsible Citizens'**



## **SCHOOL PROSPECTUS**

### **2020 – 2021**

Telephone 01603 871249

[office@cawstonprimary.dneat.org](mailto:office@cawstonprimary.dneat.org)

[www.cawstonprimary.dneat.org](http://www.cawstonprimary.dneat.org)

## **A message from our Chair of Governors**

On behalf of all the governors I would like to extend a warm welcome to you and your child.

We realise that choosing a school for your child is a big decision. We hope that this prospectus will answer many of the questions you might have about the school. Cawston Church of England Primary Academy has a good reputation in the local community. The staff work extremely hard to ensure that your child spends a happy and fulfilling time with us.

We value the strong supportive partnership between home and school to help each child achieve his/her best. The Governing Body are actively involved in the life of school and we look forward to welcoming you and your child to our school community.

Best wishes

Roy Apps  
Chair of Governors



## A message from the Headteacher

I would like to welcome you to our school. I hope you find this prospectus useful. Cawston Church of England Primary Academy is a successful school, which cares for each child as an individual. We want your child to do his or her best in all areas of school life.

We aim to work in close partnership with you, so that your child's needs are met. Our 'family' ethos means that your child will soon feel 'at home' in the school community.

We welcome all new families and hope that you will find the school the happy, caring and stimulating environment we believe it to be. We live by our school motto 'Success by working together'.

**COVID-19 Secure environment: We are following government guidance for opening school to all pupils from September. This affects the daily routines and organisation of movement around the premises including a staggered start and end to the school day, lunchtime arrangements and some curriculum activities. Further details are communicated to parents as the situation develops in these rapidly changing times.**

We are always happy to answer any questions or concerns.

Kay Swann

## Teaching Staff

| Role                  | Name                                 | Qualifications     | Responsibility              |
|-----------------------|--------------------------------------|--------------------|-----------------------------|
| Headteacher           | Mrs Kay Swann                        | BA(Hons) PGCE NPQH | SENCo, RE, Child Protection |
| Assistant Headteacher | Mrs Sharon Brett                     | BA(Hons) QTS       | Maths, Science, LOtC        |
| Sycamore Class YR/Y1  | Mrs Lisa Ward                        | BA(Hons) PGCE      | EYFS, PSHE/PATHS            |
| Poplar Class Y1/Y2    | Mrs Kerry Lucas                      | BA(Hons) PGCE      | DT                          |
| Oak Class Y3          | Mrs Sam McCann                       | BSc(Hons) PGCE     | Art & Design                |
| Hazel Class Y4        | Ms Julia Adams                       | BA(Hons) PGCE      | Languages, Computer         |
| Beech Class Y5        | Mrs Deanne Dafforn                   | Bed (SA) QTS       | English/ Library, Geography |
| Alder Class Y6        | Mr Daniel Page /<br>Mrs Sharon Brett | BEd(Hons)          | PE, History, Music          |

## Teaching Assistants

Mrs Annabel Dack  
Miss Sarah Goode  
Ms Andrea Hord  
Mrs Sarah Mawe  
Mrs Sandra Smith

### HLTA

Mrs Zoe Castleton

## Support Staff

School Secretary/Office Manager  
Extended Schools Leader – Smiles Club  
Extended Schools – Smiles

School Cook Manager  
Assistant Cook  
Lunchtime Supervisors

Road Crossing Patrol  
Caretaker  
School Cleaners

Mrs Amanda Cameron-Heffer  
Mrs Moya Latham  
Ms Janet Edwards,  
Mrs Gillian Hemmant  
Ms Karen Overton  
Ms Mel Begeley,  
Mrs Gillian Hemmant  
Mrs Emma Kuiiri  
Mrs Tanya Allum-Greenfield  
Mrs Bernadette Burch  
Ms Karen Overton  
Mrs Sandra Hook  
Ms Karen Overton, Mr Alen Howes

## WHO ARE THE SCHOOL GOVERNORS?

|                        |                             |                        |
|------------------------|-----------------------------|------------------------|
| Chairperson            | Mr Roy Apps                 | Parent Representative  |
|                        | Mrs K Swann                 | Headteacher            |
|                        | Mrs S Brett                 | Teacher Representative |
|                        | Mrs A Cameron-Heffer        | Trust Appointed        |
|                        | Revd A Whitehead            | Trust Appointed        |
|                        | Mrs D Boldero               | Trust Appointed        |
|                        | Mr A Fairchild              | Trust Appointed        |
|                        | Mr Russell Black            | Parent Representative  |
|                        | vacancy                     | Trust Appointed        |
|                        | vacancy                     | Trust Appointed        |
|                        |                             |                        |
| Clerk to the Governors | Educator Solutions services |                        |
|                        |                             |                        |

There can be up to ten governors, most of whom serve terms of four years: two elected parent representatives, one staff governor, the Headteacher, up to two co-opted governors and Trust appointed Governors. Governors work with the head and staff to ensure that resources are used well and that the education given is of the highest standard. Committees tackle particular issues in detail. The full governing body meets twice a term.

The Headteacher is responsible for the day to day running of the school. She works with the Senior Management Team, staff and the Governors to plan future development and monitor progress.

## 'Success by working together'

Cawston Church of England Primary Academy is part of the Diocese of Norwich Education and Academies Trust (DNEAT).

We work hard to be a school that provides a happy, caring, stimulating and creative environment where children can recognise and achieve their potential and make their best contribution to society. We make learning fun and use our grounds and resources to benefit our learners.

The school is located in extensive grounds, which offer good sporting and leisure facilities including:

- A large enclosed playing field;
- A large hard playground especially useful for wet weather play and sports such as netball;
- A purpose-built play area on the field and a wooden construction wobbly bridge on the playground;
- An Eco Park;
- An Outdoor Classroom;
- A School Garden area.

Current buildings date from 1953, though the school has operated in Cawston since the 1870's. We cater for children aged 4 to 11 years old. We have six classes, four of which are housed in the main building and two in a modular eco-friendly unit. The Reception Class is based in a purpose-built classroom completed in Autumn 2016. We have a large hall with canteen and kitchen. On site 'The Hive' is the base for our Out of School Clubs, Cawston Nursery and Family Extended Services.



## **OUR VISION**

**Our Vision is based on the Parable of the Sower.  
Growing Excellence 'for life in all its fulness'  
Planting, Nurturing, Flourishing**

## **OUR VALUES**

Our school aims to serve the community by providing quality education within the context of Christian belief and practice. It encourages an understanding of our diverse society and promotes Christian values through the experience it offers to all its pupils.

We expect our children to achieve their best throughout their time at our school. We aim for our pupils to be successful learners; confident individuals; and responsible citizens. Academic success is vitally important, as is the children's spiritual, moral, social and cultural development.

## **COLLECTIVE WORSHIP**

At Cawston Church of England Primary Academy there is a daily act of worship for all pupils. This meets the legal framework of the Education Reform Act 1988. School worship affirms and celebrates the Christian foundation values and ethos of the school.

Parents have the right to withdraw their child from collective worship and suitable arrangements will be made to supervise these children. However, as this is a Church school Christian worship is central to its life and work and is regarded as a very important part of children's education.

The themes for collective worship are based on half termly 'Values for Life', which children reflect on through Bible stories, songs and Christian prayers.





## **DNEAT**

The Academy's Ethos and Mission Statement is as follows:

### **ETHOS STATEMENT**

Recognising its historic foundation, the Academy will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at Parish and Diocesan level.

### **MISSION STATEMENT**

The Academy aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

### **AIM**

Our aim is for all our pupils to achieve their best and to become successful learners, confident individuals and responsible citizens, upholding British Values. Academic success is vitally important as is the children's spiritual, moral, social and cultural development. Our academy serves the community by providing high quality education within the context of Christian belief and practice. We live by our core community values of respect, responsibility resilience and compassion.

## **WHAT DO WE EXPECT OF PARENTS?**

We hope that all parents will help the School to achieve these aims, will encourage their children to work hard and to follow enthusiastically the rules of the school.

To embody the formal 'contract' that we expect to reach with parents and children we have a 'Home School Agreement' which is a simple statement of what the school, parents and children are committed to doing. We hope all parents and children will read this carefully and agree to work in partnership. By working together, we can maintain a happy, trusting environment in which your child's personal development can be assured.





## **OUR ADMISSIONS POLICY**

In line with the DNEAT policy, all children are admitted to Cawston Primary at the start of the Autumn term. We follow the County Admissions Policy for children wishing to join our school. See [www.norfolk.gov.uk/admissions](http://www.norfolk.gov.uk/admissions)

Introductory visits for all children are planned during the term before admission. Our Reception Class teacher spends time in the local playgroups and nursery schools in order to 'get to know' her new intake and for her to become a familiar face, easing the transition to primary school.

## **CLASSES and YEAR GROUPS**

At Cawston Primary School we have six classes. We have four classes in the main building and two in a new modular classroom unit. A new classroom, completed during the Autumn Term 2016 was purpose built for the Reception Class. The year groups are from Year R to Year 6.

## **SCHOOL HOUSES**

We have four houses named after historic Norfolk estates – Blickling, Felbrigg, Mannington and Oxburgh. Our house system encourages teamwork and loyalty across the school throughout the year, particularly at the Annual Sports Day. Children receive house points for good work or good behaviour and these are totalled and announced weekly in assembly and count towards a weekly, termly and yearly award to the winning house.



## **STAR AND CITIZEN AWARDS**

At Cawston Primary, we celebrate weekly Stars and Citizens awards to children throughout the school. A Star is awarded for exceptionally good work and a Citizen is awarded for showing care, consideration, politeness and kindness towards others.

Teachers nominate children for these awards, which are given out in a special assembly where the children are presented with a Star or Citizen T-shirt and sticker. The names and photographs of these children are displayed on the wall in the corridor and are entered into special Star and Citizen Yearbooks.

## **THE SCHOOL COUNCIL**

Each class is represented by two elected members on the School Council. The Chairperson is elected by the whole school. Elections take place annually in the autumn term. The Council meets regularly throughout the year to discuss children's ideas from the class suggestion boxes. We value our pupils' contributions and the ways that they can make improvements for the whole school.

## **ECO SCHOOL**

Our school has an Eco Action Team made up of two children from each class, who meet regularly to discuss ways to promote environmental awareness in our school community. We have gained the Green Flag Status. We are keen to do our best to reduce, to re-use and to recycle so that 'Everyone is Caring for Our World'.

## **BEHAVIOUR**

We have high expectations of appropriate behaviour at Cawston Primary, which is outlined in our Behaviour Policy. All school children, staff, parents and governors implement this Behaviour Policy, which values positive reinforcement, and uses appropriate sanctions for dealing with inappropriate behaviour. Parents will be formally involved if repeated inappropriate behaviour occurs as we expect Behaviour management to be a partnership issue. Our Behaviour Policy is based on a 'restorative approach' and peer mediation principles.

## **ATTENDANCE**

For children to gain the greatest benefit from their education it is vital that they attend regularly and are at school, on time, every day the school is open unless the reason for the absence is unavoidable. Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution. Your child's attendance record is monitored by the local authority.

Parents are expected to make every effort to take family holidays during school holidays as days off school cannot be authorised and affect your child's progress. This is the same for all Primary feeder schools to Reepham High School.

## **ABSENCE**

The school should be notified of any absence by a phone call *on the morning of the first day of absence* and a note on return to school. Advance notification of doctor or dental appointments should also be given in writing. Every morning or afternoon session counts as an absence.

## **EQUALITY POLICY**

Equality is based on the idea of fairness whilst recognising that everyone is different, and diversity is about the ways in which people differ and about recognising that differences are a natural part of society. Cawston Church of England Primary Academy expects that all staff and volunteers who come into contact with children and young people treat them as individuals and make them feel respected and valued as an essential part of our commitment to safeguarding children.

## **LOOKED AFTER CHILDREN**

We follow Norfolk County Council guidelines for Looked After Children. A Personal Education Plan follows each Looked After Child throughout their time at Cawston Primary.

## **CHILD PROTECTION**

Daily contact with children means that schools play an important role in the protection of children from abuse. Parents should be aware, therefore, that when there appears to be a concern of this nature about a child, the school is required to report this concern to Social Services and a member of the Local Safeguarding Children's Board. The LSCB have set procedures for dealing with the protection of children from abuse. Our Safeguarding Children policy is available from the school and on our website. Your child's safety and welfare are our priority.

## **CAN PARENTS HELP IN SCHOOL?**

This school has a very strong tradition of parental involvement that we value. We encourage all those who feel that they can help in any way. Please contact the class teacher or Headteacher if you would like to help in school. In order to protect children, we ensure that anyone working or helping in school has been cleared for such work. Please see the School Office for details of completing the required forms.

## **HOW DOES THE SCHOOL COMMUNICATE WITH US?**

Our aim is to keep you fully informed of all developments, which have an impact on the education of your children. Regular letters are sent home from both the Headteacher and class teachers. We also use a text messaging service, the MyEd app and we post latest news updates on our school website. Parents' evenings are held termly to ensure that you are kept informed about your child's progress. If you have any concerns at any time, please do not hesitate to contact the school to make an appointment to speak to the class teacher or the Headteacher.

## **HOMEWORK and PARENTAL SUPPORT**

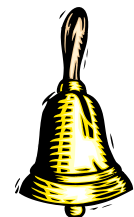
Traditionally, children have always had some homework whether it is reading practice, learning tables or spellings or carrying out some form of research for class topics. Small amounts of more formal work are also required of the Key Stage 2 pupils. This is important as it consolidates their learning in class and prepares for transition to High School. English and Maths targets are agreed with children each half term. We keep parents informed of specific learning needs and the progress of their child. We ask you to ensure that homework is completed and returned on time. Homework may be recorded in your child's homework diary. We also have a digital Learning Platform where teachers post activities and where pupils can upload their work onto their individual 'portfolios'. This leads to focused communication between home and school.

## **THE SCHOOL DAY**

In the morning, the playground gate is opened at 8.45, when children go into their classes. Reception children go to their classroom door when they start school. **In response to Covid-19 we are using a staggered start and end to the school day based on family surnames [8.45 -9.15].**

The children should not arrive at school before 8.45 am. If children need to arrive before then they should be booked into Breakfast Club where they are supervised. We encourage all children to be **punctual**.

|                   |   |  |
|-------------------|---|--|
| Morning session   | - | <b>8.55</b> - 12.00  |
| Morning break     | - | 10.30 - 10.45  |
| Afternoon session | - | 1.00 - 3.15 Children wait at the school gate for collection. |
| Afternoon break   | - | 2.15 - 2.30 (Foundation & Key Stage 1)                       |



# WHAT WILL MY CHILD LEARN?

## THE CURRICULUM

At Cawston Primary we provide a broad and balanced curriculum, which is organised into three stages for primary education. Early Years Foundation Stage (for children aged 3-5) consists of areas of learning leading to the Early Learning Goals. Key Stage 1 (for children aged 5-7) and Key Stage 2 (for those aged 7-11) lessons are based on the New National Curriculum (Sept 2014). Statutory Assessments are made at the end of each stage to assess pupils' attainment in key areas.

Children are encouraged to master skills, knowledge and understanding in a variety of contexts. We also develop an awareness of their environment and cultural heritage. We ensure that pupils are given the opportunity to develop their talents in all areas of the curriculum. Teachers plan creative cross-curricular learning for each half term.

### **ENGLISH**

Priority is given to English, as it is the key to learning across all subjects. All classes have a daily lesson, which is the main focus for teaching reading and writing, including phonics, spelling, grammar and punctuation. We also:

- Promote active speaking and listening in all areas of school life;
- Foster a positive attitude to reading and writing for enjoyment and for information;
- Encourage a home-school partnership in each child's literacy development.

From the beginning of their time at Cawston Primary, children are encouraged to develop speaking, listening, reading and writing skills. As they move up the school, their achievements are monitored and by the time they transfer to secondary education, they will have had opportunities for self-expression, drama, reading and writing in a wide variety of real situations. We provide all our pupils with a stimulating range of English resources, a structured phonics and reading programme and a well-stocked library.



## **MATHEMATICS**

Maths is essential to everyday life and is used in other subjects, such as measurement in science or data handling in geography. The focus of maths is arithmetic, geometry, data and measures and reasoning. Maths lessons include mental calculations, problem solving, shapes and measures. All classes have a daily mathematics lesson, which is fun and interactive. Maths is taught in a systematic way using a variety of practical games, specialised apparatus and appropriate equipment.

## **SCIENCE**

Great emphasis is placed on learning science through practical activities. Children are encouraged to ask questions, which they then turn into a form of investigation. Investigations may be structured by the teacher or by children who plan and carry out their own investigations independently. Science teaching covers: Life Processes and Living Things (the study of plants and animals); Materials and their Properties (the study of different materials and how they can be changed) and Physical processes (electricity, forces, light and sound).

## **COMPUTING**

Computer skills are essential to modern life. We encourage the use of computers and digital equipment in general learning as well as the specific learning about coding, word processing, data handling, control technology and information finding skills. The school has a good range of computers, laptops and i-Pads (currently we have a computer to pupil ratio of 1:3), including access to the Internet. All classes have interactive white board technology.

## **DESIGN and TECHNOLOGY**

We aim to provide the opportunity for children to use a wide variety of tools and materials in order to develop their design and make skills and to encourage problem solving. Pupils investigate and evaluate a range of everyday products to develop their understanding of design.





## **ART and DESIGN**

We aim to give pupils varied opportunities to develop self-expression using a wide range of materials and processes. They use colour, form, texture and pattern to communicate their ideas and feelings. They gain an understanding of the work of different artists and learn to evaluate their own work and the work of others. The school promotes access to a wide range of artistic experiences as part of our Arts programme, including the **Artsmark** and the **Arts Award**.

## **MUSIC**

We provide many opportunities for singing and also composing using percussion instruments. We encourage the enjoyment of music through listening to and appraising of a variety of music throughout the school. Visiting specialists teach the guitar, violin and various wind instruments (tuition fees are payable). Pupils have the opportunity to perform their songs or play their instruments to the school and parents. The school promotes music, singing and dance as part of our Arts Programme.



## **HISTORY and GEOGRAPHY**

At Key Stage 1 history and geography are based on the children's immediate experiences local and wider environment. They study topics such as families, the school and the buildings. They also learn about world geography and living in modern Britain.

At Key Stage 2 the children go further afield in time and place. They gain knowledge about different civilisations and world cultures of the past and use historical skills. In geography they develop their understanding of places and the environment whilst using geographical enquiry and skills such as asking questions, collecting interpreting evidence, map reading and planning surveys. Where possible all this work is enriched by first-hand experience through day and residential visits. They learn about British values including democracy and tolerance.



## PE and SPORT

PE is a particular strength and all staff work hard to ensure that the children have every opportunity to develop skills and techniques throughout their time at Cawston. We are keen to promote healthy lifestyles and attitudes. Children in Reception and Key Stage 1 learn games, dance and gymnastics. At Key Stage 2 activities are extended to include athletics, swimming and outdoor adventurous activities. All pupils develop their skills in movement and coordination and learn lifelong skills of working with others. The school delivers high quality '**REAL PE**' lessons and offers a wide range of opportunities to all children. We promote competition and inter-school events through our Schools Sports Partnership. Team games are especially important to us and we join with local schools in competitive football, netball, athletics and cricket tournaments. We also hold a yearly Sports Day and Clockwork Sports event while our Maypole dancers perform for the community. We achieved the **Gold** School sports award in 2019 and 2020.



## PSHE and Citizenship

Personal, social and health education (PSHE) and citizenship help to give pupils the knowledge, skills and understanding they need to lead confident, healthy lives and to become active, responsible citizens. We follow the Promoting Alternative Thinking Strategies (PATHS) curriculum. We have been recognised as a PATHS Model school.

Pupils take part in a range of class based and extra-curricular activities which contribute to their personal development as 'well rounded' individuals. We focus on well-being to settle the children into school routines. All pupils are encouraged to:

- Develop confidence and responsibility;
- Develop a healthy, safe lifestyle;
- Prepare to play an active role as citizens;
- Develop good relationships and respect the differences between people.



As our pupils mature, they learn how to take part more fully in school life, to make real choices and to prepare for change.

## RELIGIOUS EDUCATION

We teach RE in accordance with the Norfolk Education Authority's agreed syllabus (2019). This seeks to increase children's understanding of the role of religion in the lives of individuals and the world at large. We respect and explore world faiths as well as Christianity through our teaching. RE lessons cover aspects of Theology, Philosophy and Human and Social Sciences. The school promotes **High Quality teaching in RE**, offering Enquiry based and creative learning opportunities. In July 2019 we gained the **GOLD** RE Quality Mark.

## RELATIONSHIPS, Sex and Health EDUCATION

We follow national guidance for the Relationships, Sex and Health Education RSHE curriculum Sept 2020. Parents are consulted and informed on good practice.

We have an agreed policy on Relationships, Sex and Health Education. All children receive education on health matters. Children receive RSHE education as part of an overall approach, in an age appropriate manner. All parents are given the opportunity to see for themselves the teaching materials used and discuss with teachers the context in which they will be used. Parents can, if they wish, withdraw their children from the sex education lessons.

## OUTDOOR LEARNING

Our mission is to encourage children

- to explore outside
- to ask and answer questions of both the built and natural world
- to love and respect all things and
- to be inspired, marvelling at the awe and wonder of God's creation.



## WHAT IF MY CHILD NEEDS SPECIAL HELP?

Staff use their teaching skills to identify children's educational needs as early as possible. This may be where a child is having difficulties, short-term or long-term, with basic subjects. Having identified pupils with special educational needs, staff will ensure that these pupils have access to a broad and balanced education including the National Curriculum. This will be achieved by close liaison between teachers, learning support assistants, parents, pupils and, where necessary, outside agencies. Teachers ensure that lessons and work is suited to the child's needs. The child's progress will be regularly monitored. The school's SEND policy and **Local Offer** reflect the requirements of the new Code of Conduct. Further details are on our website.

## **MORE ABLE PUPILS**

We provide a rich and challenging curriculum for all our learners, including those with an ability or potential to develop significantly above their year group.

We recognise children who are academically 'gifted' and those with exceptional 'talent' in art, music or sport, as well as those with leadership skills. Children are given a challenge to reach their potential. Teachers provide extra challenges in lessons and extension activities as appropriate.

## **LINKS WITH OTHER SCHOOLS and THE COMMUNITY**

The school maintains links with local nursery schools and playgroups so as to ensure a smooth transition for those starting school. We have close links with the Cawston Montessori Nursery, which operates from 'The Hive' on our school site. The school is in the Reepham Cluster. We work closely with other DNEAT Trust academies to enrich the provision of pupils within our care.

## **TRANSFER TO HIGH SCHOOL**

After completing Year 6 at Cawston Primary children normally transfer to Reepham High School or Aylsham High school. Transfer to High School is made as smooth and as worry-free an experience as possible for our pupils with frequent visits from High School staff and transition days timetabled into the school year.





## **CAN MY CHILD JOIN ANY SCHOOL CLUBS?**

We run several after-school or lunchtime clubs at Cawston Primary during the year, which may include:

Art and Craft  
Choir  
Dance  
Rugby  
Lego/construction

Cricket  
Gardening  
Netball  
Japanese  
Wildlife

Drama  
Football (boys and girls)  
Warhammer  
Gardening  
Running



We ask for a small voluntary contribution per term to help cover the cost of resources and equipment. All clubs finish at 4.00 pm. These clubs give access to enrichment activities for our pupils.

## **WHAT IS THE SCHOOL'S CHARGING POLICY?**

No compulsory charges are made for any curriculum activities taking place during school hours. Voluntary contributions may be requested for certain activities such as visits, cooking and DT. No one will be excluded solely on the grounds of non-payment. However, it may be necessary to raise a minimum amount through voluntary contributions to enable an activity/visit to take place. If insufficient funds are raised we reserve the right to suspend the activity/visit. Should there be a genuine difficulty with making a contribution towards an activity, please contact the Headteacher in confidence.

## **LOOKING AFTER YOUR CHILD**

Whilst every care is taken, bumps and falls at school are almost inevitable. If an accident occurs, the child is dealt with by one of our qualified First Aiders. Parents are informed of more serious knocks or bumps either by telephone or by a note home at the end of the day. Parents must ensure that the school knows how and whom to contact in the event of an emergency.

### **EMERGENCY CONTACT**

**In response to Covid-19 we follow the latest government guidance for Test, Track and Trace.**

It is essential that we have up to date telephone numbers, mobile numbers etc., to contact you and/or your emergency helper during the working day in case of your child's illness or accident.

#### **ILLNESS**

If your child is unable to attend school please telephone the office on the day and send a note in on return to school. Children suffering from diarrhoea or sickness should not return to school for at least 48 hours after the final bout. Information and advice is readily available from the school about the current exclusion periods for infectious illnesses. We do not like to see children missing school unnecessarily or returning too soon. If in doubt please telephone the Secretary.

#### **MEDICINE**

Medicines cannot normally be administered in school. Medicine can only be given in school if it is prescribed by a Doctor, and needs to be taken four times in a day. Parents/Carers are required to sign a form to give permission for medicines to be administered. The exceptions to this are asthma medication, and insulin.

#### **INHALERS**

A spare inhaler should be kept in school at all times in case of emergency attacks. All older children (KS2) should carry their inhalers and are permitted to administer to themselves as and when necessary. Our younger children (KS1) should give their inhalers to their class teacher. Inhalers should not be left in cloakrooms. In an emergency, all staff know where inhalers can be found. There are some school inhalers for emergency use.

#### **HEADLICE**

Headlice are a constant problem in all schools. We ask that Parents maintain weekly checks to identify and prevent infestation. Regular 'Bug –busting' is effective and does not need chemical applications, just ordinary conditioner and a nit-comb. Should your child be infected the procedure is to treat the whole family. Further information can be obtained from the school office.

## **WHAT HAPPENS AT LUNCHTIMES?**

School lunches are freshly prepared and cooked on the premises. They provide a healthy, balanced menu, which meets nutritional standards. Children may bring a packed lunch. We encourage healthy eating at Cawston Primary. We do not allow fizzy drinks or sweets in lunch boxes.

In September 2014 the Government introduced the 'Universal Infant School Meal Scheme' which means that all children in Year Reception, Year 1 and Year 2 are entitled to a free school lunch. Hot lunches will be provided for all infants.

School lunches need to be booked and paid for (KS2 only) on Monday for the coming week. Dinner money should be paid using the MyEd App payment system. You may be entitled to Free School Meals –details are available from the School Office.

Children eat at family group tables in the lunch break according to their house.

**In response to Covid-19 children eat lunch in their classrooms.** The children are supervised at lunchtime by an experienced team of mid-day supervisors and a senior teacher is always on duty.

***At morning break***, children may have a fruit or vegetable snack. All infants receive a free piece of fruit each day. We encourage children to drink water in school. Cooled and filtered water is available. All children should have their **own named water bottle**.





## WHAT WILL MY CHILD NEED TO WEAR?

We believe that children should wear their uniform with pride and enjoy a sense of belonging. Our school uniform consists of:

- White polo shirt.
- School red sweatshirt/cardigan or red jumper/cardigan.
- Grey or black trousers or skirt.
- Red school dress for girls in the summer.
- Grey or black shorts for boys in the summer.
- Black school footwear (no trainers please).

Please do not send your child to school wearing jewellery. Jewellery can easily be lost or cause injury to other children. Children with pierced ears should only wear **studs** which must be removed for PE activities and swimming. Children should not come to school with any other kind of body piercing because of the danger of accidents in the school environment. A child breaking this rule will be asked to remove their rings or studs or will be sent home. If your child is unable to remove/replace his/her own earrings for PE they should not wear them on PE days. **Long hair must be tied back for school.** We do not allow fashion haircuts, shaves, colours or styles.

**PE Kit:** Children are expected to change into suitable clothing for PE and games. For PE children will be expected to wear red PE shorts and a white t-shirt. In the hall for gymnastics and dance plimsolls (not trainers) or bare feet permit freedom of movement and maximum safety on the apparatus. Black Track Suits may be worn for outdoor PE. The top classes may wear football kit with football boots for football. Normal PE kit with trainers or plimsolls should be worn for netball.

**Outdoor Clothing:** This is essential for **all year round** protective clothing. All children must have Wellies and waterproof jacket/trousers for Outdoor Learning sessions each week.

Uniform and PE kit is available online through a link on our website ([www.cawstonprimary.dneat.org](http://www.cawstonprimary.dneat.org)).



## **SAFETY and SECURITY**

Visitors should report to the school office. For security, we have a coded lock on the main entrance so visitors may have to wait for a few minutes for attention. The gates to the school playground and field are locked during school hours. No dogs are allowed on the school site. The school is a non-smoking area.

## **WHERE CAN I PARK MY CAR?**

Car parking on the school site is restricted to Staff and authorised visitors ONLY. Parents are not permitted to drive onto the school premises to drop off/collect children during the busy times 8.30 – 9.15 am and 2.45 – 3.30 pm. We request that parents use their discretion when parking to drop off or collect their children, so as not to offend local residents.

## **FIRE DRILL**

In the event of fire, the school bell rings and children leave the school immediately, under the supervision of their teacher, and gather on the field where the register is checked. Regular fire drills are held.

## **WHAT DO I DO IF I HAVE A COMPLAINT?**

If you are unhappy about any aspect of your child's education or experience at school, please make arrangements to talk to the class teacher. We would hope that discussing the matter in this way should resolve the problem. However, if you are still unhappy please arrange to speak to the Headteacher. If after this discussion the matter remains unresolved you should tell the Headteacher that you wish to make a formal complaint. The Headteacher will then explain how this procedure operates. If you feel unable to make a complaint through the Headteacher then you should approach the Chair of the Governors. The DNEAT Complaints policy is on our website or is available from the school office.

## **FRIENDS of CAWSTON PRIMARY**

This organisation supports the school through its fund-raising and organisation of activities. It also aims to encourage everyone who cares about the school to get involved in its work. In recent years, the Friends have raised funds for outdoor play equipment, IT hardware, books, sports equipment, the Outdoor Classroom and many other extras like bus costs for school visits, Y6 Leavers gifts and competition prizes. If you would like to know more about the work of the Friends or become a member, please contact the school office.

## **IS THERE ANY BEFORE OR AFTER SCHOOL PROVISION?**

We have a successful and popular wrap around childcare club which is run by our experienced support staff. It is flexible and can be booked regularly or on a one-off basis according to availability. It is housed in 'The Hive', on our site, which has an activity room, a kitchen area and its own playground.

**In response to Covid-19 Smiles is held in the school hall as the Montessori nursery is in 'The Hive'.**

- ❖ SMILES: 'The Breakfast Club' - A popular club that meets every day for activities before school. From 7.30 – 8.45 am the children are supervised in a friendly and safe environment.
- ❖ SMILES: 'The After School Club' - A thriving club meets daily and caters for child care needs. From 3.15 – 6.00 pm. 'Smiles' provides a light tea and fun activities in a relaxed supportive atmosphere. 'Smiles' also run holiday activity days.

# HOLIDAY DATES

## SCHOOL YEAR 2020-2021

### AUTUMN TERM 2020

Half term

### SPRING TERM 2021

Half term

### SUMMER TERM 2021

Half term

|                  |                           |
|------------------|---------------------------|
| Opens Monday     | 7 <sup>th</sup> September |
| Closes Friday    | 18 <sup>th</sup> December |
| Closes Wednesday | 21 <sup>st</sup> October  |
| Opens Monday     | 2 <sup>nd</sup> November  |
| Opens Monday     | 4 <sup>th</sup> January   |
| Closes Friday    | 26 <sup>th</sup> March    |
| Closes Friday    | 12 <sup>th</sup> February |
| Opens Monday     | 22 <sup>nd</sup> February |
| Opens Monday     | 12 <sup>th</sup> April    |
| Close Wednesday  | 21 <sup>st</sup> July     |
| Closes Friday    | 28 <sup>th</sup> May      |
| Opens Monday     | 7 <sup>th</sup> June      |

## SCHOOL YEAR 2021-2022 (to be confirmed)

### AUTUMN TERM 2021

Half term

### SPRING TERM 2022

Half term

### SUMMER TERM 2022

Half term

|                  |                           |
|------------------|---------------------------|
| Opens Monday     | 6 <sup>th</sup> September |
| Closes Friday    | 17 <sup>th</sup> December |
| Closes Friday    | 22 <sup>nd</sup> October  |
| Opens Monday     | 1 <sup>st</sup> November  |
| Opens Monday     | 5 <sup>th</sup> January   |
| Closes Wednesday | 1 <sup>st</sup> April     |
| Closes Friday    | 11 <sup>th</sup> February |
| Opens Monday     | 21 <sup>st</sup> February |
| Opens Wednesday  | 20 <sup>th</sup> April    |
| Close Friday     | 22 <sup>nd</sup> July     |
| Closes Friday    | 27 <sup>th</sup> May      |
| Opens Monday     | 6 <sup>th</sup> June      |