



**Welcome to  
Caton Primary School!**



# A message from the Head Teacher

Dear Parent / Carer

I warmly welcome you to Caton Primary School, where we believe passionately in children having a wonderful childhood and an education that prepares them for their lives ahead.



Our school's mission is:

At Caton Primary School, every child will have the chance to shine and to learn with laughter. They will grow in confidence and be well-prepared for life's opportunities and challenges.

We aim to create a secure and happy environment where all children can enjoy learning and develop lively and enquiring minds, in a safe, stimulating and secure environment. We care about our pupils' learning, about their safety, about their emotional and physical well-being and about their understanding of the world we live in today.

We are a small school with one huge strength: we know our children inside out, and we use this knowledge to motivate, encourage and care for them throughout their time at our school.

We are blessed with a supportive Governing Body and a fantastic PTA, both of whom enhance the children's experience of life in school. The PTA organises many events throughout the year and raises a substantial amount of money for our school. The PTA meets monthly and everyone is welcome to attend these meetings - look out for the meeting dates on our school newsletter calendar.

Our school has a strong sense of family, due to the close relationships we have with our children's parents. All parents are welcome to share our weekly celebration assemblies on Friday afternoons at 2:45pm in the sports hall and to attend various performances, sports days, parents' and open evenings.

We do hope that your child will settle in very quickly - I'm sure they will. We operate an open door policy so please come and talk to us if you have just the slightest concern.

Gail Bowskill

# Education as a Partnership

At Caton Primary School, we firmly believe that the successful education of your child depends on a close, working partnership between school and home



We realise that moving schools is a big step, not only for your child but also for you.

By working together and talking to each other, we will ensure that you and your child have a happy and smooth transition into our school.

We operate an open door policy and we positively encourage you to come and talk to us about your child, whether you have a worry or something to celebrate. A lot of your child's achievements will take place out of school and we would love to hear about them as well as any concerns you may have.

You can speak to members of staff at the start or the end of the school day or you can contact us via email.

We may contact parents via text, email or letters sent home in book bags/school bags so please make sure to check these daily when your child returns home.

We are very proud of the parental support we have in our school. To cement this close working relationship, we invite you and your child to read, discuss and sign our home / school agreement.

# School Staff



Mrs Bowskill  
Headteacher



Mrs Cain  
Assistant Head Teacher /  
Class 4 Teacher



Mrs Lee  
Reception Class Teacher



Mrs Howarth  
School Administrator



Mrs Webbivine  
Class 2 Teacher



Miss Mason  
Class 3 Teacher



Mrs Michelle McCulloch  
SENCO



Mrs Bullock  
Teaching Assistant &  
School Administrator



Miss Bancroft  
Teaching Assistant



Mrs Sargent-Small  
Teaching Assistant



Mr Day  
Teaching Assistant  
After School Club  
Manager/Welfare Assistant



Mrs Jarvis  
Catering Manager



Mrs Jackson  
School Cleaner



Mr Kilby  
Site Supervisor



# Pre-school Visits

To make the transition from nursery to primary school a much easier and happier experience for your child, we usually arrange visits to school in the summer term. These visits will enable your child to become familiar with the school environment, members of their class and their teachers.

On your child's visit, we welcome you to bring them along to the Reception classroom where they will be greeted by their 'Buddy'. Their 'Buddy' will be a current child who will help them settle into the class and environment. We encourage you to then leave your child in our capable hands to give them time to explore their new surroundings.

During the visit, your child will have the opportunity to take part in a range of activities and get a real taster of what life is like in Reception. Throughout the visit your child will take part in our usual daily routines including play and learn time, story time, play time and tidy-up time. A snack and drink will also be available during the course of the morning. The visit will give your child an insight into how things will be in



Reception Class as well as reassure them that there are many similarities to pre-school.

If your child would like to bring a framed photograph of their family for us to keep in school, they are more than welcome. We encourage children to bring in a photograph of their family in case there are times when they feel upset to be away from home. We keep these on display in the classroom at all times as it helps your child feel safe and secure.

# Preparation



We aim to make the induction process into our school as smooth as possible for all concerned. We are aware that some parents may prefer to share any worries, concerns or information about their child or family on a one-to-one basis. We try to operate an open door policy and always endeavour to be available to speak to you at your convenience.

If at any time during the induction period you have worries, we are more than happy to see you about these before or after an induction session. Alternatively, you can contact the school office to make an appointment.

## Preparing your child for school

As your child starts school, our aim is to build their independence. You can help us by encouraging your child at home to:

- Put on and zip or button up their own coat.
- Put on their own shoes.
- Tidy away their own toys.
- Be independent when going to the toilet.
- Dress and undress themselves with little support (in preparation for PE).
- Sit at a dining table and use a knife and fork.

## School Routines

The school day starts at 8:45am. All the children gather in the playground, line up when the bell rings and are accompanied to the classroom by their teacher.

If you arrive late, please sign your child in at the office with Mrs Howarth.

Morning break is from 10:30am until 10:45am and afternoon break times vary.

Lunchtime is from midday until 1pm.

The school day finishes at 3.15pm. Parents are encouraged to wait within sight of the exits. Children will only leave the building when a member of staff can see the child's parent or carer, unless you have given your child permission to walk home. On the permission slip, please note down all the named carers who have your permission to collect your child at the end of the day. On here, you can also write down a password that your named carers will use so we know that your child is being collected safely.

## Snacks

During the day, your child is entitled to a piece of fruit as part of the National Free Fruit Scheme.

The school kitchen makes hot, buttered toast each day at playtime at a cost of 20p. If you wish your child to have toast, we encourage children to bring in and look after their own toast money in a named purse. This money is collected at morning registration.

We advise parents to provide their child with a clearly labelled drinks bottle for the day. We ask that this is filled with water (juice is not permitted in class).

They can also have a glass of milk or water at snack time. Please complete the milk order form if you would like your child to have milk. There is a charge of £6 per term payable to the School Fund bank account.





## School Meals

All children in Reception, Year 1 and Year 2 are entitled to free school meals as part of the government's initiative for 'Universal Infant Free School Meals'. School meals cost £2.50 for children in Year 3 upwards.

Our meals are freshly cooked on the premises each day. A copy of the menu will be sent home so that you can see the menu choices for each day and discuss with your child what they might like to eat. The class teacher has a copy of the menu to help remind the children of the choices available to order at registration. School meals can be ordered on an ad hoc basis so that children can have a mixture of packed lunches and school meals if they prefer.

Whether children are on packed lunches or school dinners, they all sit together at lunch times. During lunch, staff are always on hand to ensure that the children are happy and to assist if needed. Independent lunchtime skills are encouraged at all times.

***If your child has any dietary requirements, allergies or sensitivities, please let us know.***

## Pupil Premium

Pupil premium is additional funding that the school receives for children of any age if your household receives certain benefits or has an income below the government's threshold. Your child could then be entitled to continue with free school meals even when they are no longer in the infants and can receive additional support for their learning. If you think you could be entitled to this, it is really important that you supply the school office with any information requested.

[pupilaccessteam.north@lancashire.gov.uk](mailto:pupilaccessteam.north@lancashire.gov.uk)



## Medicines

We only administer medicines in certain circumstances. Although we want children to attend each and every day that they are fit, if they need medicine please consider whether they are better placed recovering at home.

If your child has been prescribed medicines by a GP that must be administered four times a day, our school policy is that:

- The child's parent or carer comes into school at the appropriate time to administer the dose.

### Or by special agreement

- The 'Parental Agreement for Caton Primary School to Administer Prescribed Medicine' is completed and signed. This form is available from Mrs Howarth in the school office

Unprescribed medicine, such as Calpol, cannot be administered by staff.

## Absences

If your child has a medical appointment during the school day, please could you inform the office in advance by emailing [bursar@caton.lancs.sch.uk](mailto:bursar@caton.lancs.sch.uk). Wherever possible, appointments should be made outside school time, particularly regular appointments such as the dentist or optician.

If your child is too ill to attend school, please contact the school via phone call by 8:45am on the morning of the first day of absence and choose Option 1. You must call each day.

If your child is taken ill at school, we will contact you straight away in order for you to collect them.

**Children are not permitted to take holidays during term time** and please note that in some circumstances, penalty notices will be incurred for families taking unauthorised absences (please see our attendance policy).



# Communication

## Website

The school's website is a great place to keep up to date with school news. It has lots of information about our curriculum and policies..

<https://catonprimary.school>

## School Newsletter

A newsletter is sent out weekly. This will be emailed directly to you and contains important class information as well as information about wider school life. The newsletters can also be found on our website.

## Text Messages

From time to time, we keep parents informed via text. To receive these updates, please make sure you have given the office your mobile numbers so we can alert you about school events and developments.

## Facebook

Like and follow us on Facebook to see all of the exciting things Caton Primary School is doing. This is probably the best place to get a flavour of what's going on on a daily basis.

## Seesaw

If your child is in Reception, we will tell you all about their learning through Seesaw. This is online and you will be sent notifications when we see your child achieve a step in their learning.

## Progress Updates

You will receive termly updates on your child's progress through either formal parents' evenings or reports. If we have concerns about your child's progress, we will always speak to you about this and if you have any concerns, we would encourage you to raise this with us at the earliest opportunity.

## Celebration Assembly

### Celebration Assembly

Each Friday at 2:45pm, the school holds a special Celebration Assembly. The class teacher presents awards to members of their class. We contact parents ahead of time if their child is to receive an award and invite them to the assembly. However, all parents and friends are very welcome to attend whenever they wish. During this assembly, children can share any achievements, certificates or medals which they may have received from any out of school clubs, such as swimming, gymnastics and dancing.

## Community

We enjoy being a key part of our local community and there are many ways in which the school actively supports community events. In the pack, you will be given a form to sign that gives us your permission to take the children into the village whenever we think appropriate.



### PTA

The school's PTA does a brilliant job organising events to raise money for our school and community. If you think you would like to be part of the PTA team, they love to welcome new volunteers. Details of meetings will be on the weekly newsletter.

## Outdoor Learning

We love to take our learning outdoors whatever the weather.

When we are blessed with warmer days, we advise that you send your child with a sun hat to wear when they are playing outside. We ask that a high (50+) factor, 12 hour sun cream is applied in the morning before they arrive at school. For rainy, muddy days we ask that children have a pair of wellies in school so they can still enjoy the school grounds and forest. On colder days, children should have a warm coat, hat and gloves.

In the case of extreme weather, such as heavy snow, we may at times have to close the school. On these extremely rare occasions, a notice will be displayed upon our website and we will alert you by text. The local radio station, Radio Lancashire will also announce any school closures.



## House Teams



When your child starts school, they are put into a colour team. They will stay in this team throughout their time at school. By earning team points, they can work towards the team award of non-uniform day each half term. They also take part in sports events for their team as they progress through school.

~Red~    ~Yellow~    ~Green~    ~Blue~

## Breakfast and After School Club

We offer breakfast and after school club on all days. Breakfast Club runs from 7:45am until 8:45am and After School Club runs from 3:15pm to 5:45pm with a short and long session option. The short session runs from 3:15 to 4:30pm and the long session from 3:15pm to 5:45pm. After school club is only available until 4:30pm on Fridays. These must be booked and paid for in advance on Parentpay.



