



## CASTLE CAMPS CofE (VC) PRIMARY SCHOOL

Church Lane  
Castle Camps  
Cambridge CB21 4TH

Tel: 01799 584270  
(answerphone out of office hours 3.30 pm. to 8.30 am.)  
E-mail: [office@castlecamps.cambs.sch.uk](mailto:office@castlecamps.cambs.sch.uk)  
Website: [www.castlecampsschool.co.uk](http://www.castlecampsschool.co.uk)



*Life in all its fullness*



## Information Guide 2024 - 25

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### PUPILS ON ROLL

138 as @ April 2024 (including Nursery)

## FOREST SCHOOL

This is where the journey begins, and like any other great story it starts in a woodland where we walk deep into the forest and hear all these magical noises. Is it a bird? A deer? Or maybe even a dragon! The wind whistles, the trees sway and the adventure begins. Forest School is the place where magic starts to happen, imagination, resilience and self-confidence starts to grow. Vocabulary flourishes, as does teamwork, resulting in memories that will last for a lifetime.

Visit our website for more information:

<https://www.castlecampsschool.co.uk/forest-school/>

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## SCHOOL CLUBS

Throughout the year various clubs are held at lunchtime and after school. When children sign up to a club we would ask that they commit to the complete course. Where clubs have limited spaces, names are held on a waiting list. If a child is unable to attend a club, would you please send in a note prior to the absence so that the child's whereabouts is known. Children should be collected promptly from the Main Entrance at the end of every club.

## VOLUNTEERS/HELPERS

If you have some time to spare and would like to help in class you would be most welcome. Please talk to a class teacher or leave your name with the office and we will get back to you. Security checks will need to be carried out for anyone helping in school on a regular basis.

## LOST PROPERTY

There is a box on the bench near Squirrel Class girls' toilet. You are welcome to check this box if you are missing any clothing, bags etc. Named items are normally returned to the appropriate classroom.

## FRIENDS OF THE SCHOOL

Friends of the School arrange entertainment throughout the year and raise money for extras at the school. The Annual General Meeting is held in the Autumn Term. The Friends of the School always welcome new members throughout the year.

## PROBLEMS OR WORRIES

If there is a problem or you are concerned and worried about something, please see your child's teacher straight away. If you don't normally come into the school with your child, then ring the office and they will arrange for either the teacher to ring you or arrange a suitable time for you to come in. The Headteacher, Miss O'Connor, is always more than happy to talk to parents.

## STAFF

### **Head Teacher**

Miss A.E. O'Connor

### **Teachers:**

Hedgehogs  
Squirrels  
Rabbits  
Badgers  
Deer

Mrs A Sterecki/Mrs Hunter  
Mrs D. MacBean - Mrs. L. Kemshell  
Mr A. Matthews & Mrs. C.Evans  
Mrs J. Wright  
Ms M. Rankine

### **Teaching**

Mrs. Z. Ager

### **Assistants:**

Miss R. Furner  
Mrs K. Fisher  
Miss D. Lansdell

Mr. G. Swan  
Mr. L.Hulyer

### **Office**

Mrs A.Clay/Mrs C. Smith

Office Manager

### **Staff:**

Miss R.Furner

Finance Officer

**Caretaker/Cleaner :** Mrs K. Cross

**Cook:** Aspens Catering

## GOVERNING BODY

### **Chairman**

Mrs A. Mansfield

### **Vice Chairman**

Mr A. Webb

### **Foundation**

Rev. I. Fisher & Mr. A. Webb

### **LEA Appointed**

Mrs S. Gunn

### **Community**

Mr C. Watts

### **Parent**

Mr A. Fell, Mr. D. Swan

### **Staff**

Miss A. O'Connor

### **Clerk**

Mrs. Steele

## THE SCHOOL DAY

### *Office Hours:*

Office hours are 8.30am to 3.30pm. Out of office hours an answer phone is available for messages.

### *School Hours*

#### *Arrival at school*

**8.40am** Gates open and children go straight to class to be ready for registration. (Gate closes at 8.50am)



#### *School Commences*

**9.00am** Registration.

#### *Collective Worship*

**10.10am** each day .

#### *Morning Break*

**10.30am** 15 minutes.

#### *Lunch Time*

**12 midday** for KS1 and **12.10pm** for KS2.  
(Dining Hall: KS1 12midday, KS2 12.30pm)

#### *Afternoon School*

Commences **1.00pm**.

#### *End of School*

**3.20pm** at the end of the school day parents should wait in the front playground for their children to come out.

#### *Nursery Hours*

**8.45am—3.15pm**

### *LATE ARRIVALS*

It is important that children who arrive late should enter via the main entrance and report to the office. Registers, which may have already been sent to the office, can then be completed. From a Health and Safety point of view, it is important that we know who is on the premises at all times.

## SCHOOL MEALS - PRICES AND PAYMENT

Currently school dinners are prepared and cooked by Aspens Catering. In addition, fresh fruit, mixed salad bar and yoghurt are offered every day. Menus are circulated at the beginning of each term with the newsletter and are displayed on the school website.

The cost of dinners is £2.60 per day payable via parentpay. Children in KS1 are all entitled to a Universal Infant Free School Meal.

If, unexpectedly, a child needs to have a school dinner (e.g. if they have left their packed lunch at home), a meal will always be provided with payment to follow via parentpay.

If a child who has booked a school dinner falls ill after 11.00am and therefore too late to cancel, a charge will have to be made for that meal.

If anyone feels they may be entitled to Free School Meals, please obtain a form from the school office or from the Educational Welfare Benefits Service, Cambridgeshire County Council, OCT 1222, Octagon 2, Shire Hall, Cambridge CB3 0AP Tel:01223 703200. E-mail: ewb.fsm@cambridgeshire.gov.uk.

### PARENT PAY

We have moved over to the online service of Parent Pay. Cash payments are no longer accepted in school but should be made through ParentPay. Once your child/ren have started at school we will allocate you a username and password. If you are new to ParentPay? Go to parentpay.com, click login and enter the username and password above. You will be prompted to change these when you set up your account. You will require an email address to activate your account. You can add multiple children to the same ParentPay account using the add a child button on your home page.

## HEALTHY EATING

We promote healthy eating and would ask that fruit, vegetables or healthy snacks are encouraged. No chocolate, cans or bottles of fizzy drink should be sent in.

## MOVING SCHOOL

If you are moving primary schools it is important to write a letter to Miss O'Connor giving the intended leaving date.



## ABSENCE FROM SCHOOL

Parents and guardians are asked to contact the school on the first day of absence before 10.00am. A message can be left on the answer phone outside of school hours. If we have not established a reason for absence, the office will telephone to ensure the child is safe. However, parents and guardians should not wait for the school to contact them. Parents and guardians are asked not to send children to school if they are not well. Please follow the guidance on the school website under the heading News and Events, if you think your child has any **Covid** symptoms. We have no facilities for looking after sick children and it is not only unfair on the child concerned but also on the rest of the class and the class teacher.

### ***Infectious Disorders***

- Children who have suffered diarrhoea and vomiting must not return to school **until 48 hours after the last episode.**
- To try and keep head lice at bay, hair should be checked once a week using a detection comb on damp hair – conditioning lotion may make this task easier. Please keep hair tied back.

### ***Doctor and dental appointments***

If possible, please make routine appointments outside school hours.

In KS1 the first part of the school day is used to set the day's activities and it would therefore be helpful if appointments are not made during this time.

A note to the class teacher should be sent in prior to an appointment and children must be signed in and out via the school office.

### ***Medication***

Parents should ask their doctor to prescribe medications that can be administered outside of school hours. Alternatively, parents can come into school to administer the medicine themselves. Children are not allowed to carry their own medication.

## HOLIDAYS DURING TERM TIME

Please note that even if this absence request is authorised you may still receive letters of concern from either the school or local Authority if your child's attendance drops below a level that the school deems acceptable.

The law does not grant parents/carers an automatic right to take their children out of school during term time. If the request is for an absence in term time you must have Parental Responsibility and be the parent/carer with whom the child normally lives. Permission **must** be sought in **advance**. If the circumstances relating to this request are considered exceptional and the absence is authorised by the school, the authorising of the absences will be conditional on the child(ren) attending satisfactory up to the date covered by this request. **WARNING:** If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. Unauthorised absence may make you liable to a £60 Penalty Notice for each child, payable by each parent/carer (this can apply to both parents regardless of whether they live together) or the subject of court proceedings which could result in a fine of up to £2500 and/or a

term of imprisonment of up to 3 months. 8

## PARKING, DROPPING OFF AND COLLECTING CHILDREN

Children are encouraged to take care when using the roads. The road outside school becomes very congested at the start and end of school. Would parents who use cars please park carefully and never on the yellow **zig zag lines**, **double yellow lines**, on the junctions, opposite the junction or within 10 metres of the junction, at the public bus stop or across/blocking driveways. Everyone needs space to see clearly what is happening and the safety of our children is paramount.

## SCHOOL BUS

A register is taken each morning to establish who is going home on the bus. Please ensure your child knows if they are travelling home by bus.

**EYFS/Key Stage I.** Parents must notify the school either by letter or phone when a child's normal journey home changes for any reason.

**Key Stage II** children should be able to give the correct 'bus' or 'collected' entry for the register.

All children on the bus should adhere to the Travel Code of Conduct.

## SCHOOL CLOSURE

In severe weather conditions and the likelihood of a school closure, parents are advised to check the rolling banner on the school website and the facebook page which will be updated as soon as possible on the day, or tune to BBC Radio Cambridgeshire (96FM), Heart (103FM) or Star (107FM) for information. Radio stations are set up to receive closure information from designated school personnel for broadcasting.

## PUPIL AND PARENT INFORMATION

Please ensure that you continually update us with information relating to yourself, your child and those listed as contacts on your child's data sheet. In particular:-

- Change of home, work and mobile telephone numbers.
- Change of address for yourself or the contacts on our data sheet.
- Change of people you wish us to contact in emergencies or general illness.
- Medical information for your child
- Change in dietary needs for your child.

## COMMUNICATION TO AND FROM HOME

All correspondence, class letters, regular newsletters, and other information is sent home via email, (hardcopies will be sent out via bookbags if there is a reply slip on the letter). We would ask that all reply slips continue to come into school via bookbags for your child to hand into the teacher each morning. Please encourage your child to assume the responsibility of handing in their 'mail' to the class teacher each morning and to give you letters etc., at the end of school. If you feel you are missing a newsletter or class letter, please go to the school office where we will be able to give you a copy. Please also check the web-site, where you will find copies of newsletters and other information. All future dates are included on most newsletters as soon as they are known, so please check each time they are sent out to record additions and changes.



## SCHOOL UNIFORM

We ask all children to follow the uniform code and encourage them to maintain a good standard of clean and tidy dress in school. **Please ensure that all items of clothing are named.** Our uniform is as follows:

<b>Trousers/skirts:</b>	Black.
<b>Polo shirts:</b>	White. Sleeveless and strappy tops are not suitable for school.
<b>Sweatshirts/cardigans:</b>	Red Sweatshirts with logo can be purchased online.
<b>Socks/tights:</b>	Plain white, grey, red or black.
<b>Shoes:</b>	Dark, plain, fastened (laces, Velcro or buckle) flat-soled shoes should be worn in school (heels should not exceed 3cms). Platform shoes, open-toed sandals and backless shoes are not suitable or practical for school use. Boots worn to school in winter months should be changed when in school to suitable shoes. Trainers can be kept at school to be worn at break times.



**ADDITIONAL FOR SUMMER WEAR:** Black shorts, red checked dress, 'closed toe' sandals  
**PE/GAMES KIT :** PE kits should be kept in a named bag in school everyday and taken home at the weekend for washing  
**T-Shirt:** Plain white or red with short sleeves (no strappy tops).  
**Shorts:** Black shorts.  
**Footwear:** Inside: Bare feet (plimsolls if there is a medical reason)  
Outside: Trainers/plimsolls)  
**Other:** Spare socks. Tracksuits for outside games during cold weather.

**Summer Swimming:** One piece swimsuit for girls and trunks/shorts for boys (not Bermuda), swimming hat (available from office) plus a large towel should be brought into school each day during the summer term.

### JEWELLERY

For safety reasons, we ask children not to wear jewellery in school. Children who have pierced ears may wear small studs to school if they are capable of taking them out and putting them back in by themselves. Studs will need to be removed for PE, games and swimming. Ear piercing should be seriously considered by parents before being undertaken. If decided upon we would suggest that it is done at the beginning of the summer holiday so that studs can be removed by the start of school in September. Watches may be worn.

### HAIR

Hair accessories such as slides, ribbons etc, should be simple and, if possible, in the school colours. Long hair for both girls and boys should be permanently tied back so that it does not interfere with their learning. Extreme styles of hair are unacceptable. These include: unnatural colours (for example red/plum/purple tinted), two tone/dip-dye hair. **Shaved lines**, shaved patterns and/or **distinct/sharp changes in length in the hair are also not acceptable. Any changes in length should be graduated throughout the style.**

Mobile Phones and Electronic Games are not permitted in school. Expensive toys are also discouraged. Children should not bring items to school without parent/carers knowledge.

**Please Note:** Children may not be allowed outside:

- In the summer if they do not have a named sun hat
- In the winter if they do not have a coat.

## SCHOOL UNIFORM PURCHASE

Parents can purchase uniform online from our dedicated webpage on [www.yourSchoolUniform.com](http://www.yourSchoolUniform.com). There is no minimum quantity but orders will incur a Post and Packing charge unless they are over £70.00. Parents could order together to save on this charge.

The School Office will hold one example of each size in case you have any queries about sizing, although the website gives quite clear sizing guides. Any uniform ordered can be delivered to your home address or to School (during term time) which ever is the most convenient for you within 7 – 10 working days. The website is a one stop shop for all uniform requirements such as trousers, skirts, socks, shirts etc.