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# WELCOME BOOKLET 2023-2024

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SUCCESS ACHIEVED TOGETHER

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# HEAD OF SCHOOL'S WELCOME



Dear Parent/Guardian

Starting primary school is a daunting step for any child and yourselves. Our aim at Catmose Primary is to make the process as smooth as possible, keep you informed and ensure that our new pupils feel welcomed and supported.

This booklet is designed to ensure that you are familiar with the day-to-day matters that will affect you and your child in the first few weeks. It does not replace the face-to-face contact of meeting with your child's teacher, which will become one of the most important aspects of developing a strong and supportive relationship between the School and home. A strong link between School and home is one of the key aspects of ensuring that pupils are successful and we will always endeavour to keep you informed of your child's progress, not only when things are going well, but also when they need additional support.

Your child's teacher will be happy to answer any questions you might have about any aspect of your child's time at School. The website [www.catmoseprimary.com](http://www.catmoseprimary.com) is kept up-to-date with the latest news, School policies and is supported by our termly newsletter 'In-Focus' and our Facebook, Instagram and Twitter page.

We welcome feedback from parents regarding any aspect of our work at the School. This can be emailed directly to me at [kjackson@catmoseprimary.com](mailto:kjackson@catmoseprimary.com)

We very much look forward to welcoming you as part of our Catmose family.

Yours faithfully

Kelly Jackson  
Head of School

## GET READY TO LEARN

The following offer straightforward guidance for pupils to ensure a calm, purposeful environment in which mutual respect is the norm.

- |   |  |
|---|--|
| 1 I listen to my friends and teachers         | 3 I will show respect and have a positive attitude       |
| 2 I will do my best and take pride in my work | 4 I have the right resources and equipment to do my work |

## EQUIPMENT

In order to ensure a smooth learning day, pupils should be appropriately equipped with the following:

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>any specialist equipment, including sports kit (clearly labelled with name)</li><li>correct uniform</li></ul> | <ul style="list-style-type: none"><li>water bottle</li><li>suitable outdoor clothing</li></ul> |
|---|--|



## SCHOOL DAY

8.50am	School Opens	12.00pm	Guided Reading (KS1/KS2)
8.50am	Registration / Pastoral	12.20pm	Lunch
9.10 am	Morning Learning	1.20pm	Afternoon Registration
10.10am	Phonics /GAPs	1.30pm	Afternoon learning
10.30am	Whole-School Assembly	3.30pm	Class Electives time
10.45am	Break	3.45pm	KS1 end of day
11.00am	Morning Learning	3.50pm	KS2 end of day
12.00pm	EYFS Lunch		

## POLICIES

Catmose Primary is part of the Rutland and District Schools' Federation, which include Catmose College and Harington School. Policy information, including finance, staffing and legal aspects can be found on the website: [www.rutlandfederation.com](http://www.rutlandfederation.com)



## COMMUNICATION

When you have any contact with us you can expect our staff to be friendly, polite and helpful.

## GROUPCALL XPRESSIONS

We use an e-communications system which enables us to send information quickly and efficiently to your smartphone/tablet, and allows you to send messages directly to us, as well as notify us of pupil absence.

Once your child is attending School, please download the Groupcall Xpressions app (apple and android) and log-in using the details we have on file for you. Parents'

evening appointments are also bookable via this app. For help or further information please email [office@catmoseprimary.com](mailto:office@catmoseprimary.com).



## OUR STANDARDS

### If you contact us by letter, email or Xpressions:

- A member of staff will take responsibility for your enquiry.
- We will acknowledge your email or Xpression within one working day from the date we receive it.
- We will acknowledge your letter within five working days from the date we receive it.
- If we cannot reply in five working days, we will let you know who is dealing with your enquiry and when you can expect a full response.
- Holidays and weekends are not classed as working days for the purpose of the Communication Policy.
- If staff are out of office, an auto-reply email will be used to indicate this and when they will be returning.

### If you telephone us:

During term time, office hours are (Monday to Friday 8.30am – 4.00pm), we will endeavour to answer your call promptly.

- upon answering, we will tell you where you have called and the name of the person you are speaking to;
- if your call cannot be answered, voicemail facilities should be available for you to leave a message;
- if you leave a message, we will return your call within one working day.

## THE SCHOOL WEBSITE

The School website [www.catmoseprimary.com](http://www.catmoseprimary.com) is the source of the most up-to-date information about the School, for example:

- School policies
- weather related updates including snow closures
- our Facebook page: ([www.facebook.com/catmoseprimary](http://www.facebook.com/catmoseprimary)) is an excellent way for parents/guardians to find out about what is taking place at School. It is regularly updated with recent events, photos and achievements from across the School.



## REPORTS

Parent interviews are held 2 times a year. You will be invited to attend a Parents' Evening and meet with your child's class teacher. Reports giving information about your child's progress are sent home two times per year at the end of terms 2 and 6.

## CONCERNS

If you have any concerns or questions please do not hesitate to contact the class teacher. Class teachers are on duty each morning and home time to enable face-to-face contact with parents on a daily basis. You are also welcome to contact them or myself via the School office on [office@catmoseprimary.com](mailto:office@catmoseprimary.com)



## SCHOOL CATERING

The School catering team provide a wide choice of hot and cold food, with a high nutritional content at value for money prices.

A breakfast club is open from 7.50am with hot food and snacks for pupils arriving early at the school. An after school club is offered from 3.45pm to 5.30pm providing a light afternoon tea.

At lunch a choice is available, all freshly prepared in the on-site kitchen, of which one is always a vegetarian option. A wide range of choices, including salads, is on offer as well as fruit.

Meals are catered in house enabling us to offer this healthy and tasty meal. These are booked and paid for via our Parent Pay website, your log-in will be sent to you when your child first starts school.

Children in KS1 will receive their lunch free of charge.



## ATTENDANCE



We are very proud of the excellent attendance level achieved by our pupils. Across the entire School, pupils attend regularly and therefore make excellent progress. This, of course, is due to the co-operation of parents and guardians who keep absence to an absolute minimum. On each day of absence, you must contact the School to explain the reason using the Xpressions app or by email via [office@catmoseprimary.com](mailto:office@catmoseprimary.com).

## CATMOSE PRIMARY FRIENDS

The CPF has an important role to play in the running of the School; they support the School both financially and at a number of activities during the year. All parents are automatically members of the CPF and are encouraged to offer support.





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