



Catton Grove Primary School

Weston Road,
Norwich, NR3 3TP.

Tel/Fax: (01603) 426728

Email : office@cattongrove.norfolk.sch.uk

Headteacher: Mr. T. Lawes M.A.

INFORMATION FOR NEW PARENTS

We would like to welcome you and your child to Catton Grove Primary School. If you have any questions please do not hesitate to contact us.

The School Day - 8.45am to 3.30pm

Pupils should not arrive on school premises before 8.35am unless attending breakfast club.

Year R, Year 1 and Year 2 please drop off and wait for your child outside their classroom.

Year 3, please drop off on the playground and collect from outside their classroom.

Year 4, Year 5 and Year 6, please drop off and wait for your child on the playground.

If your child is late for school please report to the main school office on Weston Road.

Access to School

The gates on Weston Road, Hunter Road and Middleton Close are open until 9.15am and from 3.20pm for your convenience. During the school day please use the main entrance on Weston Road.

School Uniform

Sweatshirt / Cardigan	Navy with school logo
Poloshirt	White or royal blue with or without school logo
Trousers/ Skirts	Black / grey
Footwear	Black shoes
School Dresses	Blue check/ grey

PE/Games Kit

Plain black or dark blue shorts/ tracksuit bottoms / leggings, dark blue t-shirt, plimsolls/ trainers.
Swimming costume (not bikinis), swim shorts or trunks, swimming hat, towel (Year 3 to Year 6 only).

The following items are available from the school office

	Price
Sweatshirt – navy with school logo	£7.50
Cardigan – navy with school logo	£8.00
Poloshirt – white or royal blue with school logo	£6.50
PE t-shirt – blue with school logo	£3.50
Bookbag – navy	£3.00
Swimming Hat	£0.75

Make up and jewellery are not permitted other than stud earrings which must be removed for PE.

Please clearly label all clothing

Dinners

Meals are cooked on the school premises by NORSE, they can be ordered each day in class. Children in Reception, Year 1 and Year 2 will receive a FREE HOT school meal (including vegetarian or jacket potato). Meals for Year 3, Year 4, Year 5 and Year 6 children cost £1.60 per day, £8 per week. We operate a cafeteria system where all monies must be paid in advance to the school office. Children in Year 3 to Year 6 have the choice of hot school meal, vegetarian option or a Pic n Mix and can purchase extra items, such as milk, juice, biscuits if their dinner account is in credit. Please see the latest menu for more information.

Your child may be entitled to free school meals if you receive Universal Credit (with an annual net earned income of no more than £7,400), Income Support, Income-based Jobseeker's Allowance, Income-related Employment & Support Allowance, Support under Part 6 of the Immigration & Asylum Act 1999, the guarantee element of Pension Credit, Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit) or Child Tax Credit (with no Working Tax Credit & an annual income of no more than £16,190), please contact the school office for an application form.

You may provide your child with a packed lunch, no fizzy drinks or glass bottles please. **We are a NUT FREE school, no nuts or chocolate spread with nuts please.**

Medical Care

Please let the school know if your child has any allergies or health problems. If your child needs medication four times a day that has been prescribed by a doctor please discuss this with a first aider and complete a permission form. Pupils suffering from asthma will need a named inhaler in school, you will be asked to fill in an asthma card. Children should be kept at home for 48 hours following sickness or diarrhoea

Please ensure that the school has your up to date telephone numbers in case of emergency

Attendance

It is important that your child attends school regularly and on time. Please telephone the school on the first morning of any absence (01603) 426728, select option 1 to leave a message on the absence line or option 5 to speak to the school office. Try to make medical appointments after school or in the holidays and do not keep your child away for the whole day.

Holidays in term time

Please complete a leave of absence form. Government legislation means that schools are no longer permitted to authorise holidays in term time. Holidays will therefore be recorded on the school register as an unauthorised absence unless written evidence of exceptional circumstances is provided. Unauthorised absences could lead to a fixed penalty notice of £60 per parent.

Educational Visits

We try to offer a variety of different trips, excursions and activities to enhance the children's studies. These take place at various times of the school year. We have a policy whereby we ask parents to pay a contribution for each trip. This covers the costs of travel and entrance fees for day trips. We also offer occasional residential trips for children in years 3, 4, 5 and 6 for example Kingswood, Isle of Wight, Brancaster and France. Year 2 children have a sleepover in school.

Breakfast Club

Breakfast Club is available from 7.30am in the school hall at a cost of £1.00 per session.

Bicycles

Bicycle sheds are provided at the front and back of the school. Please ensure your child has the appropriate safety wear and provide a cycle lock. Cycles and scooters are left at your own risk.

More information

Please see our school website at <https://www.cattongrove.norfolk.sch.uk/> for more information, the latest menus, newsletters and school policies.