

Reach For The Stars – Be The Best That we Can Be!

Coates Primary School

Prospectus

2026/27



Table of Contents

- Headteacher's message	page 3
- School staff	page 4
- Governing body	page 5
- Our ethos and Aims	page 6
- Coates Goslings preschool	page 7
- Starting school – school admissions policy	page 7
- Class arrangements	page 8
- Session times	page 8
- Attendance	page 9
- Breakfast club	page 10
- School dinners	page 10
- Fruit and milk	page 11
- Drinking water	page 11
- Medicines in school	page 12
- Behaviour and Discipline	page 12
- School uniform	page 13
- Accessibility for all pupils	page 14
- Protecting our children (Safeguarding)	page 15
- Collective worship	page 15
- School council	page 15
- Sex education	page 16
- Homework	page 17
- Celebration assemblies	page 17
- Parents as partners	page 17
- Fun for Funds	page 18
- Complaints procedure	page 18
- Charging and remissions	page 18
- Extra-Curricular activities	page 18
- Parent consultations and reports	page 19
- Assessment and testing	page 19
- The Curriculum	page 19
- Contact us	page 20

Message from the Headteacher,

Coates Primary School is a Cambridgeshire County Council Community School for pupils from Preschool to end of Key Stage 2. The school serves Coates and also the surrounding villages of Eastrea, Turves, Goosetree and Whittlesey although parents from outside that designated catchment area may choose to send their children here. Buses provide free transport for children who are eligible.

Coates School has a long tradition of serving its local community. A school has been on this site since the 19th century. Facing into The Fold is the original Victorian school, but behind this façade is a modern purpose built and well-resourced building. We are always very pleased to give prospective parents a personal tour when the school is in session, to enable you to see the children at work.

We set very high standards in the education we provide and ensure that our teaching caters for the needs of every individual attending our school. We care very deeply about our pupils and place their enjoyment and achievement at the centre of all we do. We aim to encourage self-belief and a love of learning in all of our pupils by providing a secure, caring environment where all can feel valued and have a sense of purpose.

One of our main goals is ensuring pupils leave Coates as confident, independent learners ready to make the transition into the next phase of their education. In order to achieve this we deliver a creative curriculum which actively engages pupils and set high expectations in terms of their behaviour.

In May 2022, the school had a very successful Ofsted inspection. The report is posted on the Ofsted website, our school website www.coatesprimaryschool.info a copy may also be obtained from the school office. The inspection identified that Coates continues to be a GOOD school. *"Pupils are ambitious. They live up to leaders' high expectations and 'reach for the stars'. Pupils are articulate and discuss with sophistication what they are learning. Pupils take pride in their learning and achievements. They appreciate the many awards leaders put in place. Pupils are being well prepared for their next steps in education" "Leaders have created an ambitious and well-organised curriculum. Teachers teach the curriculum well. Staff give pupils lots of opportunities to revisit knowledge previously learned."*

I do hope that the information which you find within this brochure will be useful during the time that your child attends our school. If you would like to see our school in action

I would be delighted to show you around. If there is any further information which you would like to know that is not mentioned, then please do not hesitate to get in touch.



Mrs Lindsey Boucher Headteacher.

School Staff

Headteacher:	Mrs Lindsey Boucher
Deputy Headteacher:	Mrs Alex Saberton-Kitch
School Business Manager:	Mrs Stephanie Brown
Administrative Assistant:	Mrs Susan Baxter

Teachers

Robins (Reception):	Mrs Dominique Lilley and Miss Chloe Blyth
Woodpeckers (Year 1):	Mrs Katie Cole
Yellowhammers (Year 2):	Miss Isabelle Smith
Goldfinches (Year 3):	Mrs Alex Saberton-Kitch and Mrs Emily Taylor
Nightingales (Year 4):	Mr Charlie Bradshaw
Red Kites (Year 5):	Mrs Alison Penney
Kingfishers (Year 6):	Mrs Laura Walker
Enrichment Teacher:	Mrs Kerri Benson
SENCO:	Mrs Alex Saberton-Kitch

Teaching Assistant:

Mrs Stacey Connor	Mrs Emma Dahn	Mrs Leatrice Woods
Mrs Maria Overson	Miss Megan Strickson	Mrs Treena Norris
Mrs Kerry Barker	Mrs Leann Boscarini	Mrs Emma Brown
Mrs Anita Exton	Mrs Amanda Jarvis	Mrs Victoria Carter
Mrs Susan Hartley	Mrs Jen Page	Mrs Gemma Barber
Miss Zara Aldridge	Mrs Anna Pospiech	Mrs Alice Gould

Preschool

Pre-School Assistants:	Mrs Kerry Whitfield Mrs Katy Lilley- Creedon Mrs Charlotte Barrows
Pre-School Leader :	Mrs Julia Chapman

Midday Supervisory Assistant:

Miss Kerry Barker	Mrs Anita Exton	Mrs Emma Brown
Mrs Stacey Connor	Mrs Alice Gould	Mrs Maria Overson (Playleader)

Reach For The Stars – Be The Best That we Can Be!

Mrs Leatrice Woods

Mr Sid Mukadam

Mrs Megan Strickson

Mrs Anna Pospiech

Catering:

Taylor Shaw

Breakfast and Out of School Club leader: Mrs Leatrice Woods

The Governing Body

The school governors bear the overall responsibility for the general direction of the school together with the Headteacher and Local Authority. Each Governor is appointed for a four year period.

Chair of Governors

Mr Ryan Connor and
Ms Amanda Anderson

Vice Chair

Mrs Leanne Sansby

LA Representative

Mr Ryan Connor

Parent Representatives

Mr Scott Lilley-Creedon

Co-opted Governors

Mrs Emily Taylor

Headteacher

Mrs L Boucher

Teacher Representative

Mrs A Saberton-Kitch

Clerk to the Governors

Mrs S Brown

Our Ethos

At Coates School we aim to promote a warm, secure and happy environment, which is caring and supportive to our pupils, our staff, parents, governors and to members of our wider community with whom we come into contact.

School Aims

The school has worked on developing these by using the views of a working party of pupils to ensure the aims are relevant and understood. To achieve these aims it is essential that school works in partnership with parents and carers.

Reach For The Stars, Be The Best That We can Be!



Our Coates Values

Respect

Independence

Teamwork

Positive Attitude

Forgiveness

Courage

Community



COATES GOSLINGS (PRE-SCHOOL)

The preschool facility which is run by the school is situated within our Early Years unit. It enables children to join from the beginning of the first full week after their second birthday. Please contact the school office for an application form and to make an appointment to meet with Mrs Julia Chapman, the preschool leader to discuss preferred sessions. To guarantee preferred sessions we recommend this is completed as early as possible.

Please see the Preschool prospectus for more information including funding.

Our sessions last for 3 hours. Our preschool is open for 5 mornings during the term time 9 am to 12 am. Afternoon sessions are open throughout the year dependent on the current demand 12 pm to 3 pm. All day sessions are available when the preschool is open in the morning and afternoon whereby the children have the choice of bringing a packed lunch or a pre-booked school cooked meal (Costs available from the school office.)

Starting School – LA Admissions Policy

By law, parents are required to make sure that their child is educated from the beginning of the term after his or her 5th birthday.

Our school year begins on 1 September and ends on the following 31 August. In the September of the year in which your child reaches their 5th birthday, they may start school. If your child has only just reached his/her 4th birthday in August, you may feel that he/she is not yet ready to start school. There is no legal obligation for your child to start school until the term after their 5th birthday, although it is usually considered that the term in which the 5th birthday occurs is an appropriate time in which to start.

Cambridgeshire Local Education Authority (LA) is responsible for setting the admissions policy and criteria for Coates Community Primary School. Parents wishing to apply for a reception place for their child should contact the school for an admission form. This form should be completed and returned to the LA following their guidelines for dates for applications. Parents will be informed in April whether a place is available for their child. An additional Coates School Application Form is issued by the school for completion and return to the school office.

Places will be allocated on the basis of the Published Admission Number (PAN) for the year group and the admissions criteria set by the LA. The PAN for reception is 30.

Parents seeking places in other year groups can apply at any time. If there is a place it will be offered. If the year group is full, the child will be placed on a reserve list and the parents will be offered the right of appeal. Further information about admissions can be found in the LA primary admissions booklet and on our school website, www.coatesprimaryschool.info

CLASS ARRANGEMENTS THROUGHOUT THE SCHOOL

Coates School caters for children from rising 5 year olds to those aged 11 years. This covers the 7 primary years R to 6. This year the school is organised in 6 classes as follows:

EARLY YEARS FOUNDATION STAGE

Reception (Robins) Mrs Dominique Lilley and Mrs Chloe Blyth

KEY STAGE 1

Year 1 (Woodpeckers) Mrs Katie Cole

Year 2 (Yellowhammers) Miss Isabelle Smith

KS1 Phonics screening will take place during June.

KEY STAGE 2

Year 3 (Goldfinches) Mrs Alex Saberton-Kitch and Mrs Emily Taylor

Year 4 (Nightingales) Mr Charlie Bradshaw

Year 5 (Red Kites) Mrs Alison Penney

Year 6 (Kingfishers) Mrs Laura Walker

Year 6 children will undertake Standard Assessment Tasks during May 2026

We would seek parental support to ensure that KS1 and Year 6 children attend school during the dates identified above.

School Session Times

Please note that school sessions times may vary.

School starts 8:50am (Doors open from 8:40am)

Lunch break: 12:00 – 1:00pm

Afternoon: 1:00 – 3:20pm

Key stage one break: 2:40– 2:55pm

School Finishes 3:20pm

In the interest of security and safety children should not arrive before 8:30 in the mornings.

The school office is open from 8:15am to 4pm each day. If there are any matters concerning forms, dinners, general enquires or to make an appointment with a member of staff then please contact the office via telephone or email. Mrs Steph Brown and Mrs Susan Baxter will ensure all enquires are dealt with quickly and efficiently.

Attendance:

Children should arrive at school by 8:40 when the doors open. Habitual lateness is very unsettling not only for the child concerned, but also for the teacher and the other pupils through interruptions.

The register closes at 8:50am and children arriving after this time will receive a late mark.



If a child is unavoidably absent from school due to sickness, or for any other extenuating circumstance, please let the school know by telephone and leave a full reason for absence on the school absence line in the first instance. For safeguarding reasons, should we not hear from you by 9.30, a member of the office staff will call to check you are aware your child was not present at school for registration.

When the child returns to school they should be accompanied by a note for the teacher's records explaining the absence. We are obviously very concerned for the children that we teach and like to be informed of the reason for their non-attendance at school. If we do not receive notification regarding your child's absence, we will generate a computerised absence letter for you to complete and return to the school office.

The EWO visits the school regularly to check the registers and all unexplained absences are then investigated.

Each term, we are legally obliged to provide the DfES with the number of children who have unauthorised absences from school. These are absences for which we have received no notification, but also include absences for unacceptable reasons, even if we have been informed. The Government accept that there are occasions when a child is prevented from attending school for legitimate reasons, but is concerned about unacceptable reasons for absence from school. For example, it is not acceptable for a child to be absent from school to look after other members of the family, to mind the house, to sleep in late, to have their hair cut or to go shopping, whatever the item(s) to be purchased.

Holidays during term time – Holidays during term time cannot be authorised except in 'exceptional circumstances'. However, if you still intend to do so please request a leave of absence form from the school office at least two weeks in advance which will explain school and county procedures.

If you have any queries regarding attendance, do not hesitate to contact the school office.

Breakfast/After school Club

Breakfast Club is available from 8.00 a.m. until 8.40 a.m. daily. They will be able to take part in a variety of activities, led by Mrs Woods. At 8.40 am the children are taken to their respective classes to commence the school day.

Breakfast, consisting of toast and various preserves and a variety of cereals is provided for the Before School attendees (if booked in advance.) This is the perfect way to ensure that your children are well cared for by qualified staff outside of the school day.

Afterschool club is available from 3:20 pm – 5:00pm. The children are able to participate in a variety of activities led by Mrs L Woods. Snacks will be provided after 4:15pm



For further details please ask at the school office.

School Dinners

Children may either bring their own packed lunch to school to eat or they may have a cooked lunch which can be purchased from school.

COOKED LUNCH

We have a very dedicated catering team employed by Edwards & Blake who supply our hot school meals. These meet the nutritional standards set and there are several themed meal days throughout the year. These include special International Meal Days and themed days.

We have a termly programme of dates when parents, carers, grandparents and Community members are invited to come and join us for lunch, special 'event' meals and children's favourite days. These will be circulated in the school correspondence.

It is very helpful to us, and beneficial for the children in terms of them getting their choice, to know how many children are planning to have school meals in advance. The menu will be prepared on a termly basis and this will be emailed and will be on display in the school outside noticeboard. Many parents now pay for their children's meals on a termly, half termly, monthly basis using the online SchoolComms payment facility. Even if they do not have the meals every day but on set days we would ask that all meals are paid for on at least a weekly basis, each Monday please.

The price of a meal for KS2 for 2026/27 is £2.90. Meals for Reception and Key Stage 1 are free as all these children are entitled to the universal free school meals.

NB. The money to cover the cost of the school meal must be paid on the day that the meal is taken or in advance. Only in extenuating circumstances will children be allowed to have a school meal that has not been paid for in advance.

PACKED LUNCH

Please could you ensure that your child's lunch is securely packed in a closed, solid container. We do try to encourage the children to eat as much of their lunch as they can, using our discretion, and to bring the uneaten contents home so that you have some idea of what is being consumed by your child. Children are encouraged to eat savoury items before 'sweet' foods.

Please could you ensure that drinks are packed in a secure, screw top container and carried, preferably, as an integral part of their lunchbox. Please do not send sweets, fizzy drinks or cans of drink to school as part of your child's packed lunch.

We are also a nut free school so ask that no products containing nuts are included in any pack lunch.

Free school meals

We encourage anyone who is eligible to apply for free school meals. Application forms are available from the school office.

Fruit

Fruit is provided each morning for all children in key stage 1 as part of the national fruit scheme. The whole school have the opportunity to purchase fruit / vegetables at morning break. Children may bring in their own fruit as a playtime snack if they wish.



Milk:



Children under five years of age are entitled to fresh milk daily which is provided for free under the 'Cool Milk' scheme. Milk is available for all children in reception during the morning session.

Drinking water.

All children require a filled drinks bottle brought into school each day. These can be refilled from various points around school when needed.

It is not appropriate for individual children to bring other beverages to school to drink during the day apart from lunchtime drinks. It is the benefit of water we wish the children to take advantage of and we are sure you will wish to support us in securing the benefits of this healthy drink for your child.



Medicines in school.

The school cannot accept responsibility for any medicines.

Children may, of course, bring their asthma inhalers to school. Parents will be asked to complete an asthma card indicating dosage, which will be kept with the inhaler in the school classroom.

The school will usually only administer prescription and non-prescription medication that is essential to the health of a child and where it would be detrimental to a child's health if the medicine were not administered at a time when the child is present on the premises. Where medication can be given to the child when they are home then the school would expect the parents/guardians to make alternative arrangements for the medication to be given. If this is not possible then medicine can be administered by a qualified first aider providing a disclaimer has been signed by an adult with parental responsibility. Forms are available from the school office.



Children with complex or long-term medical or health needs will have a healthcare plan agreed with the parents/guardians which may include a long-term plan for the administration of medication.

Where the school agrees to administer the medication then written and signed consent must be obtained in advance from the parents/guardians which clearly specifies the date, time, dosage and name of the medication to be given. (See medication policy)

The medication to be administered must be brought in by the parents/guardians themselves and left with staff. The medication must be in its original container and bear its original label which must be legible and must have the name of the child on it.

Medication will only be administered by staff who have previously agreed to the role and who have been given special training in the administration of medication.

Please be aware that although unwelcome, head lice are part of normal school life. Please follow the guidelines available from the school office for treatment. Please ensure you notify the school of any cases you find, so that we can inform all parents of the children in the class. They too can then be treated to hopefully prevent spread even further. Further support can be given by the school nurse. Please speak to the office for more information.

Behaviour and Discipline

Good behaviour is a necessary condition for effective teaching and learning to take place. Sensible, yet firm discipline sets the tone of our school.

We believe in a positive approach in which pupils are encouraged to develop their own opinions and values and to respect those of others. Pupils are also encouraged to develop self-esteem, self-confidence and feelings of self-worth and to develop the skills to handle situations where they may feel pressure from peers.

Our approach centres largely upon praise and encouragement. Every class follows the school traffic light system whereby children aim to reach gold for good behaviour and inappropriate behaviour will

result in them having reflection time. Appropriate behaviour is actively celebrated in the classrooms and celebration assemblies.

We have an anti-bullying, zero tolerance policy. Any alleged instances of bullying are always treated with the utmost priority and dealt with fully. We aim to provide an environment where children feel happy, safe and secure.

Our Behaviour, Discipline and Anti Bullying Policy is readily available for interested parents to view at the school office and on the school website.

School uniform.

The school's uniform comprises:

Bottle green cardigan, jumper or sweatshirt

White collared shirt/polo shirt/blouse

Black/grey skirt, pinafore dress. shorts or trousers

Green gingham dress

PE Kit Green/black shorts and a white round necked t-shirt.

Plimsolls/trainers

Winter tracksuit including warm top/fleece

NB. No fashionable baggy shorts, leggings etc. please. T-shirts to be of a normal fitting.

Swimming- Children will need a large towel, full swimming costume or trunks (not sitting below the knee).

We invite parental support to ensure that:

- Children attend school in clothing which reflects the school colours. (It is inappropriate for children to attend school in leisurewear such as jeans, tight leggings, jogging bottoms, sportswear etc).
- Children wear black flat heeled shoes (not trainers)

School uniform is available from the online company Goodies <https://www.gooddies.co.uk/product-category/schools/coates-primary/> and further information can be found on the school website and at the school office.

Jewellery: Jewellery should not be worn to school. Studs may be worn if ears are pierced but must be removed for PE and swimming. The only time that is an exception is during the first six weeks following piercing, then they must be covered during the PE lesson. Watches may be worn but are the responsibility of the child at all times.

Nail varnish should not be worn.

Please ensure all clothing and PE kit is named.

We have a wide range of new to you uniform available from the school office.

THE SCHOOL'S APPROACH TO ENSURING ACCESSIBILITY FOR ALL PUPILS

Our school is an inclusive school. We ensure that all our children are made welcome and look forward to their school day. Every child is different and we view differences as an opportunity for adults and children alike to learn more about each other.

If your child has a disability he or she will be treated no less favourably than other applicants for admission. We make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage. Our accessibility plans describe the arrangements we have already made and the further proposals planned, to improve physical access to the school, access to the curriculum and access to written information.

The school has a policy for supporting children with special educational needs which is revised every year. This policy is available in the school office and on the school website. Our aim is for all children to have access to all aspects of school life, as far as is reasonable and practicable.

We aim to prevent disabled pupils in our school being placed at a substantial disadvantage. We will take all reasonable steps to ensure that people with a disability are not treated differently without lawful justification. We will make reasonable adjustments for disabled pupils and we will know we have succeeded when disabled pupils are participating fully in school life.

In order for effective partnership working between home and school to take place, we anticipate that parents will want to:

- Inform the school at the earliest opportunity if their child has a disability and the exact nature of that disability.
- Provide the information school needs to plan effectively for the child to be a full member of the school community.
- Acknowledge that when deciding whether an adjustment is reasonable, one of the factors the Headteacher must consider is the effect of the proposed change on all members of the school community.
- Recognise the importance of school and home working in partnership.

Mrs Alex Saberton-Kitch is the school's Special Needs Inclusion Co-ordinator

Protecting our children and school security.

The nature of our school building means that there are many entrances for access. We do not want to prevent access to our parents who wish to communicate with school staff, but as we are sure you will appreciate, the free access of welcome visitors into school can also allow free access for those who may be unwelcome.

We are very grateful for your co-operation, as we work to ensure a safe environment for your children.

- All parents and carers without exception should go to the school office for any required appointments or contact with their children. No other entrance to the school should be used by parents requiring access.
- All the external doors to the school, except that at reception, will be kept locked prior to the children entering school from 8.40am. From 8:50 am all outer doors will be locked. Access to school should then be made via the school office reception area.

Safeguarding statement:

Under section 175 of the Education Act 2002 (as amended), *the Education (Independent School Standards) Regulations 2014, the Non-Maintained Special Schools (England) Regulations 2015, and the Apprenticeships, Skills, Children and Learning Act 2009 (as amended) to have arrangements in place to safeguard and promote the welfare of children.

We will endeavour to provide a safe and welcoming environment where children are respected and valued.

The school will therefore be alert to signs of abuse and neglect and will follow the Cambridgeshire and Peterborough Safeguarding Children Partnership Board's procedures to ensure that children receive appropriate and effective support and protection.

Parents/carers should know that the law requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse and exploitation. Parents/carers should know that records of safeguarding concerns may be kept about their child. They should be informed that school staff will seek, in general, to discuss any concerns with them including referrals to other agencies.

Local procedures state that "Consent should always be sought from an adult with parental responsibility for the child/young person before passing information about them to Children's Social Care, unless seeking consent would place the child at risk of significant harm or may lead to the loss of evidence for example destroying evidence of a crime or influencing a child about a disclosure made." This includes allowing them to share information without consent, if it is not possible to gain consent, if it cannot be reasonably expected that a professional gains consent, or if to gain consent would place a child at risk.

Where there is a need to share special category personal data, the Data Protection Act 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows professionals to share information.

In accordance with legislation and local Information Sharing protocols, we will ensure that information is shared securely and sensitively. Information will only be shared with other services where it is deemed necessary and proportionate to ensure that children and young people are safe and receive the right service. In all circumstances, the safety of the child will be the paramount concern.

Schools will contact Children's Social Care when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm. Occasionally, concerns are passed on which are later shown to be unfounded. Parents/carers will appreciate that the member of staff in the school with responsibility for child protection (known as the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead) was carrying out their responsibilities in accordance with the law and acting in the best interests of all children.

Holding power

Under Section 3 (5) of the Children Act 1989, any person who has care of a child "may....do what is reasonable in all the circumstances of the case for the purpose of safeguarding promoting the child's welfare". This means that on rare occasions, a school may need to "hold" a child in school whilst Social Care and the Police investigate any concerns further.

** The word 'school' is used throughout but this would include all educational settings e.g. Academies, Pupil Referral Units, Further Education establishments and Independent schools.*

Collective Worship

The children take part in an act of collective worship every school day. These vary in content and form over the year. We are pleased to welcome clergy from the Whittlesey Team Ministry, The Salvation Army and the Baptist Church who talk to the children in assembly on a monthly basis. Parents have the right to withdraw their children from the act of collective worship on religious grounds. Should you wish to exercise this right, please contact the Headteacher in writing.

School Council

At Coates Primary School we value the importance of our School Council and see it as an important way of promoting and encouraging pupil voice throughout the school. The School Council enables our children to have a greater say over matters that affect our school and their wider lives. Children take pride in representing their class and acting as positive role models for their peers.

Sex education.

We believe Sex and Relationship education is lifelong learning about physical, moral and emotional development. It is about understanding the importance of marriage for family life, stable and loving relationships, respect, love and care. Informal Sex Education is taught to children through compulsory science lessons in school. Formal lessons are taught through Personnel, Social and Health Education.

A full copy of our Sex Education Policy is available at the school office and on the school website.

Homework

All children from reception to year six receive homework on a regular basis. We believe learning at home is an essential part of education. The homework consists of expected weekly tasks such as

reading, online maths and English tasks etc. There are also a range of tasks that the children can choose to complete which are linked to their current topics and work in school. Our homework is aimed to give the children the opportunities to consolidate and reinforce skills and understanding and help them develop the attitude needed for successful lifelong learning.

Celebration Assemblies

Friday afternoon assemblies, unless advised otherwise, are school celebration assemblies and all parents and friends are welcome if their child is receiving an award (parents will be notified by the class teacher or school office). These are held at 2:40 pm in the school hall. Please enter the hall by the entrance opposite reception.

During this time we celebrate all the positive things that have happened in school that week, such as good work, helpfulness and good behaviour, Golden Heart and the children's birthdays.

If your child would like to share an external award please contact the school office.

Parents as partners

We see education as a partnership between school, child and home. Therefore, we seek close relations with all of our parents.

Both parents and school have a tremendous influence upon how children learn and behave and it is essential that both work together for the benefit of the child.

The staff are always happy to see parents and discuss pupil progress or discuss concerns.

Parents should feel free to approach the headteacher or any member of staff if they are unsure about any aspect of school life. Appointments should be made at the school office.

At the start of a new academic year, parents are invited to an information meeting with their child's class teacher where they will learn about the work their child will be covering and how they can best help.

We hold formal consultations twice a year in the autumn and spring terms when parents are offered an appointment to discuss their child's progress. At the end of the summer term parents are given a report describing their child's progress in their achievement and attitude to work. Parents are regularly kept informed of events by newsletter, our school website and Parentmail. Parents are always welcome to come and help in the school. They are an invaluable aid in the classroom. If anyone would like to help, please contact the school office or any of the teachers.

Fun For Funds Group

The Fun For Funds Group is an enthusiastic committee with lots of fun ideas to help raise money for the children and our school to enable them to experience exciting experiences and different resources. All parents are welcome to join the committee and we are always happy to have new faces on board. If you don't want the commitment of joining the committee we are always after willing volunteers to help out at our fundraising events, such as helping out on Disco nights, holding a stall at our summer fair, film night etc.

Previous committees have raised money and been able to invest in outdoor play equipment, classroom equipment, school trips etc. Without this time and effort none of these things would be possible.

To find out more please leave your details with the school office.

Complaints Procedure

All issues will be dealt with as quickly and effectively as possible. Most issues can usually be resolved in discussion in the first instance with the class teacher, the Head or other staff of the school. Should a formal complaint be required to be made to the Headteacher, Governing Body or Local Education Authority the complaints procedure information is available on the school website and at the school office.

Charging / Remissions Policy

Children are offered the opportunity to take part in educational visits to support and extend the work carried out within school. Unfortunately the school does not have funds to support such activities and therefore requests voluntary contributions from parents. If insufficient funds are raised the planned visits may be cancelled.

From time to time the school arranges for theatre groups and musicians to visit the school. This is a valuable extension of the children's exposure to, and appreciation of the arts. Parents are requested to make voluntary contributions towards the cost. Children may also be involved in organising fund raising activities to subsidise the cost.

No child is excluded from any activity because they do not make a voluntary contribution unless the trip is cancelled. If your child is entitled to free school meals please enquire as to further support we can offer in meeting these costs.

The full policy can be found on our school website and at the school office.

Extra-Curricular Activities

In addition to the curriculum we also provide a wide range of clubs throughout each term such as homework, choir, sports and crafts. They take place afterschool. Details are sent home at the beginning of each term. Please note there is a charge for clubs. There are also opportunities for children to learn to play an instrument using external agencies. Please enquire at the office.

Parent consultations and reports

There will be opportunities each term to meet with your child's class teacher to discuss your child's progress. The autumn term parents' consultation is mainly for you to discuss how your child has settled into their new year and targets for the year. The spring term parents' consultation will enable you to discuss the progress of your child. In the summer term you will receive a detailed written report. If you have any queries throughout the year please contact your child's class teacher.

Assessment and testing.

In accordance with the National Curriculum, the work and progress of your child will be regularly assessed. Records from the Early Years are passed on from preschool to reception and updated throughout the year.

In years 1, 2, 3, 4 and 5 assessment is teacher based and led by the relevant subject leaders in line with curriculum developments.

In year 1 all children are assessed on their progress in phonics through the National Phonics Assessment Tests (June)

In year 6 all children identified at working within identified levels will be entered to take standardised assessment tests. These are administered under strict guidelines and to a given timetable. These will be in Reading, Writing, Grammar, Spelling, Punctuation and Maths. It is essential your child attends school in May for these, as they are used to make judgements about where your child is then placed at secondary school, as well as judgements about how well we are doing as a school.

The Curriculum

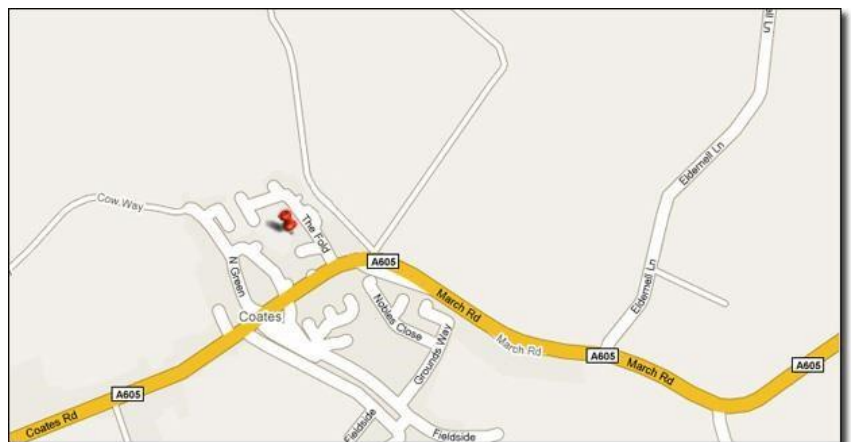
The curriculum of the school is broad and balanced. Great emphasis is placed on planning the curriculum so that there is continuity and progression, challenge and pace. A majority of the school curriculum is the National Curriculum, which consists of the core subjects – English, Mathematics, Science and the foundation subjects – Art and Design, Computing, Design and Technology, Languages (KS2), Geography, History, Music and Physical Education. The school follows the Read Write Inc scheme for Phonics (mainly EYFS and KS1) and then Read Write Inc support for spelling (Mainly KS2)

Further curriculum information can be found on the school website.

For any other information please visit the school website www.coatesprimaryschool.info and contact the school office.

I look forward to welcoming you to our school.

01733 840527
admin@coates.cambs.sch.uk



Reach For The Stars - Be The Best That we Can Be!