

# WELCOME

## Class of 2022

# TO



CAISTOR  
GRAMMAR  
SCHOOL



*June 2022*

*We seek to use lively minds,  
to work hard,  
to develop all our talents and to grow through  
sharing,  
to be the best version of ourselves.*

This information pack has been designed to help you prepare for the next step in your child's education when they join Caistor Grammar School.

Please read the information carefully, we hope you find it useful. We will be able to answer any questions you have at the induction evening on 29<sup>th</sup> June 2022. We look forward to seeing you then.

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June 2022

## Our School Trustees 2021/22

### Chair of Trustees

Mrs Lucy Jackson

### Vice Chair of Trustees

Mr Melville Christie

### Foundation Trustees

Mrs Anne McLaren

The Revd. Canon Ian Robinson

### Co-opted Trustees

Mrs Katrina Robinson

Ms Hayley Twidale

Mr David Jolly

Mr Stewart Davey

### Parent Trustees

Mr Sam Minall

Mrs Rachel Murray

Mr Martin Sizer

### Teacher Trustee

Mr James Kay

### Staff Trustee

Ms Sharon Ferguson

### Headteacher

Mr Alistair Hopkins

### Clerk

Ms Emma Dodsworth



## Our Teaching Staff 2021/22

Mr Alistair Hopkins	Headmaster, English, EPQ
Mrs Shona Buck	Deputy Head – i/c Pastoral; PE
Mr David Aby	Mathematics & Physics
Mrs Dinah Allen	Music (p/t)
Mrs Jo Banks	Science (p/t)
Mr Neil Birch	Technology (p/t)
Mrs Catherine Binks	Biology, Chemistry (p/t)
Mrs Kathryn Bradbury	Head of French
Mrs Allison Clark	Senior Teacher: Designated Safeguarding Lead, Biology
Mr Ben Clark	Mathematics and Computing
Mrs Fiona Cooke	Biology, Head of Rawlinson House
Mr Gavin Cooke	Head of Science
Mr Marcus Croft	Assistant Head: Teaching & Learning; History
Mr Richard Davey	Head of Upper School; English & EPQ
Mr Phil Donington	Head of Technology; i/c Careers
Mrs Rachael Donoghue	Head of Physics
Mrs Rachel Dowthwaite	Head of History (p/t)
Mrs Athanasia Ellerby	Head of Middle School; PE
Mr Christopher Frost	Assistant Head: Data & Systems; Mathematics
Mr Robert Hargreaves	Head of Maths; Computing
Mr Robert Harris	Second in English
Mr Andrew Hay	Deputy Head of Sixth Form, Head of PRE
Mrs Fiona Hargreaves	SENCO, Geography (p/t)
Mrs Kelly Hutchings	PE (p/t)
Mr James Kay	Head of Geography
Mrs Heidi Leaning	Head of Chemistry
Mr Stephen Markham	Physics, Head of Ayscough House
Mrs Briony McNeilly	Head of English
Mr Terry McTernan	Assistant Head: Head of Sixth Form & House; History
Mr Joe Moloney	PE, Y9 RSE
Mrs Sophie Nicolaou	English (p/t)
Mrs Rachel Porter	Head of Art
Mrs Jeanette Richardson	Head of Psychology (p/t)
Mr Michael Robinson	Head of Computing; Mathematics
Mr Nick Robinson	Gov and Politics (p/t)
Mr Andy Shutes	Head of PE
Miss Vikki Smith	Geography (p/t)
Miss Imogen Lee	Philosophy, Religion & Ethics (PRE) (p/t)
Mrs Frances Thompson	Head of Music
Miss Rebecca Turner	Head of Lower School; German, French
Miss Ruth Wildman	Head of Classics
Dr Dan Wilton	Head of German
Ms Magali Wilton	French (p/t)
Mr William Wood	Mathematics, Head of Hansard House

### NON-TEACHING STAFF

Mr Alan Grantham	School Games Organiser
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**Headmaster's Secretary**

Mrs Charlie Coulston

Headmaster's PA &amp; Admissions Administrator

**FINANCE**

Mrs Claire Mosey

Mrs Wendy Moore

Mrs Sharon Wilson

Finance Manager

Accounts Clerk &amp; Trips Coordinator

Accounts Assistant

**ADMIN**

Mrs Claire Brewster

Mrs Sam Newton

Mrs Linda Cowland

Mrs Bridie Berry

Mrs Janet Barnett

Mrs Anna Sharp

Data Manager &amp; Academic Admin

Receptionist &amp; Office Manager

Admin Assistant - Pastoral

Admin Assistant – Enrichment Activities

Exams Officer

Cover Manager; Head of First Aid; i/c Silver DoE

**ANCILLARY STAFF**

Mrs Sylvia Franklin

Mrs Melissa Brown

Mr Andrew Gibson

Mr Paul Hutson

Miss Emily Barratt

Miss Olivia Thomas

Ms Stephanie Ellis

Mrs Katherine Jago

Mrs Deborah Stones

Ms Gemma Walker

Ms Emma Dodsworth

Senior Science Technician

Science Technician

IT Network Manager

Technology Technician

Art Technician and Environment Technician

Performing Arts Technician

PE Technician

Librarian; Outreach Coordinator

Learning Support Advisor – KS4 &amp; 5

Learning Support Advisor – KS3 and 4

Duke of Edinburgh Awards Coordinator

**MAINTENANCE TEAM**

Mr Stephen Millington

Mr Ellis Brinklow

Mr Alan Hannath

Mrs Billie O'Leary

Site Manager and Health and Safety Co-ordinator

Deputy Site Manager

Site Assistant

Site Assistant &amp; Mid-day Supervisor – dining room

**KITCHEN & DINING ROOM & MID-DAY SUPERVISOR**

Mrs Amanda Dale

Mrs Donna Hinch

Mrs Margaret Rojahn

Mrs Sharie Wright

Mrs Sarah Jollands

Mrs Pam Lingard

Mrs Kathy Flint

Mrs Sharon Ferguson

Co-Catering Manager

Co-Catering Manager

Catering Assistant

Catering Assistant

Midday Supervisor – dining room

Till Operator

Midday Supervisor (site) &amp; Sixth Form Study Support

Midday Supervisor (site) &amp; Sixth Form Study Support

**AIMS OF THE SCHOOL**

June 2022

1. We aim to provide a community which will enable all who belong to make the most of their abilities and be happy.
2. We work particularly hard to help our students gain academic knowledge, learn practical skills and develop their power to reason. But we also try to promote learning in many other aspects of life: social, moral, spiritual, aesthetic and physical. We seek to achieve our objectives within a broad and balanced framework that gives a central place to the National Curriculum.
3. We want our students to be keen to learn and to be able to concentrate their minds on a task. We want them to respect accuracy; to be able to handle numbers with confidence and to express themselves accurately in speech and writing. They should be able to solve problems, look for evidence, consider both sides of a question and think independently. They should be able to work effectively either as an individual or as a member of a group. We want them to be confident in the use of modern technology.
4. We aim to promote a positive attitude to sport and healthy living within our School and in our community. We want our students to understand their bodies and to value good health. We help them to develop physical stamina and skill.
5. We want our students to be able to balance the interests of the group with the right of each person to be respected as an individual; to appreciate why authority and rules deserve respect; to be able to work in a team and to take individual responsibility; and to recognise the claims of the wider communities to which they belong at home and abroad. We encourage a concern for the environment in which we live. As a School, we seek to promote community cohesion in our local and wider communities.
6. We assert the moral values of honesty, reliability and fairness. We teach self-discipline. We encourage our students to be sensitive to others' needs and to be helpful. We seek to provide our students with many opportunities to develop their leadership skills and we encourage them to make good use of these chances.
7. We seek to open minds to questions of ultimate meaning and purpose. We ensure that all students hear the Christian message and are taught to respect other religions but we recognise the need for individuals to make their own judgement in matters of belief.
8. We help our students to respond emotionally and intellectually to art and music; to appreciate beauty and fitness for purpose; to enjoy what others have created and to create themselves.





9. We teach economic awareness and provide guidance towards the choice of a career.
10. We encourage our students to feel positive about themselves without being self-satisfied. We want them to move on from us to the next stage of their lives with a sense of direction and purpose.
11. We want all those who are employed in the school to find fulfilment in their work.
12. We seek to co-operate closely with the primary schools whose children come to us and with other schools in the secondary phase with whom we share projects as teachers or students.



## ***Term Dates Academic Year 2022/2023***

### **Autumn (Term 1)**

INSET day (No pupils)	Thursday 1st & Friday 2nd September
Autumn Term 1 Starts	Monday 5th September
Half Term	Monday 24th October – Friday 4th November
Return to School	Monday 7th November
Autumn (Term 1) Ends	Wednesday 21st December

### **Spring (Term 2)**

Spring Term 2 Starts	Wednesday 4th January 2023
Half Term	Monday 13th February – Friday 17th February
Return to School	Monday 20th February
Spring Term 2 Ends	Friday 31st March

### **Summer (Term 3)**

Summer (Term 3) Starts	Monday 17th April
Early May Bank Holiday	Monday 1st May
Spring Bank Holiday	Monday 29th May
May Half term	Tuesday 30th May – Friday 2nd June
Summer (Term 3) Ends	Friday 21st July



<b>Normal School Day</b>			
<b>08.50 am</b>	Registration	<b>1.05 pm</b>	Registration
<b>08.55 am</b>	Lesson 1	<b>1.10 pm</b>	Lesson 6
<b>09.25 am</b>	Lesson 2	<b>1.45 pm</b>	Lesson 7
<b>10.00 am</b>	Lesson 3	<b>2.20 pm</b>	Break
<b>10.35 am</b>	Break	<b>2.35 pm</b>	Lesson 8
<b>10.50 am</b>	Lesson 4	<b>3.10 pm</b>	Lesson 9
<b>11.25 am</b>	Lesson 5	<b>3.45 pm</b>	School finishes
<b>12.00 am</b>	Lunch		

#### A typical weekly timetable

- Day and lesson
- Followed by subject
- Staff initials and room

Mon	Tue	Wed	Thu	Fri
Mon 1 <b>Tutor time</b> NB	Tue 1 <b>English</b> ND	Wed 1 <b>Tutor time</b> NB	Thu 1 <b>History</b> ND	Fri 1 <b>Tutor time</b> NB
Mon 2 <b>Computing</b> RHG	Tue 2 <b>English</b> ND	Wed 2 <b>PE</b> ASH	Thu 2 <b>French</b> RT	Fri 2 <b>Technology</b> NB
Mon 3 <b>Computing</b> RHG	Tue 3 <b>Geography</b> VS	Wed 3 <b>PE</b> ASH	Thu 3 <b>French</b> RT	Fri 3 <b>Technology</b> NB
Mon 4 <b>RE</b> AHY	Tue 4 <b>Technology</b> NB	Wed 4 <b>English</b> ND	Thu 4 <b>English</b> ND	Fri 4 <b>Art</b> RPR
Mon 5 <b>RE</b> AHY	Tue 5 <b>Technology</b> NB	Wed 5 <b>Maths</b> BC	Thu 5 <b>English</b> ND	Fri 5 <b>Art</b> RPR
Mon 6 <b>PE</b> AE	Tue 6 <b>French</b> RT	Wed 6 <b>Chemistry</b> SM	Thu 6 <b>Geography</b> VS	Fri 6 <b>History</b> ND
Mon 7 <b>PE</b> AE	Tue 7 <b>French</b> RT	Wed 7 <b>Chemistry</b> SM	Thu 7 <b>Geography</b> VS	Fri 7 <b>History</b> ND
Mon 8 <b>Maths</b> BC	Tue 8 <b>Biology</b> FC	Wed 8 <b>Physics</b> AC	Thu 8 <b>Music</b> KC	Fri 8 <b>Maths</b> BC
Mon 9 <b>Maths</b> BC	Tue 9 <b>Biology</b> FC	Wed 9 <b>Physics</b> AC	Thu 9 <b>Music</b> KC	Fri 9 <b>Maths</b> BC





## General Information

### CONTACTS:

Day-to-day contact will be with:

- Form Tutor
- Head of Lower School, Miss Rebecca Turner
- Acting Deputy Head 2022/23, Mr Marcus Croft
- Acting Headteacher 2022/23, Mrs Shona Buck

There are staff in the school office to answer the telephone (01472 851250) until 4pm, Monday - Friday. Please leave a message on our answer phone if you are ringing early, late or at the weekend. We also have e-mail [enquiries@caistorgrammar.com](mailto:enquiries@caistorgrammar.com) and a fax machine (01472 852248).

### REPORTING ABSENCE

Please e-mail [absence@caistorgrammar.com](mailto:absence@caistorgrammar.com) or telephone the school on **every day of absence by 8.30am**. You can either leave a message on the answer machine or speak to a member of the office staff. Please state the name of your child, their form group, giving a detailed reason for absence and when your child is likely to be back.

If you are aware of a medical appointment which has to be attended in the school day please complete the necessary paperwork available on the school website.

<https://www.caistorgrammar.com/parents/useful-documents/>



### DIARY PLANNERS:

At the start of each year, all students are given a diary planner in which to record homework, merits and other important notes.

Form tutors will check the planners regularly.

We ask parents to **check their child's diary is being used effectively** and sign it on a weekly basis.

### TRIPS/VISITS:

In line with Government policy, we are only allowed to ask for contributions towards the cost of trips and visits. If an insufficient number of students make contributions, then we may have to cancel these visits. To help you budget for these I am listing the major trips that may be offered to Year 7, along with their approximate cost.

Summer Term	Day out to Conisborough Castle (History Department) - approx. £10.00
Summer Term	Biology Trip to Whisby –approx. £14.00
Summer Term	Residential Trip – approx. £400



### CALCULATORS:

The Mathematics Department is keen that every student should use the same calculator (Casio FX85GTX) in order to give common instructions of use. There will be the opportunity to purchase these, via Parentmail and students can then collect from the school library.

**STATIONERY:** The School's stationery shop can be found in the library and is managed by the School Librarian. Small items such as pens, pencils, glue sticks and erasers can be paid for in cash, whilst



large purchases including memory sticks, calculators and highlighter sets can also be purchased via ParentMail. Orders can be collected by students from the Library.

#### **E-BOOKS:**

Our E-book service is operated by Wheelers Books. This package contains in excess of 1250 titles; it closely matches the most popular titles in the School Library and is supported by the English Department. Students use their library login and pin number to access the system; titles can then be downloaded to both Android and Apple devices (excluding Kindle) for online or offline use via the Wheelers app. This allows for display customization and text annotation. Full instructions will be given to subscribers in September. **All students** receive **free access** to this service, as well as audio books.

#### **FREE SCHOOL MEALS:**

You have already been asked to indicate if your child qualifies for Free School Meals. However, if your circumstances change and you believe you may qualify, the information is available on the school website <https://www.caistorgrammar.com/parents/useful-documents/>

#### **SOCIAL EVENING:**

This usually takes place on a Friday Evening in September, but will of course be reviewed with guidelines nearer the time. For this event we usually invite Year 7 to stay at school for a social evening of fun, games and pizza! We will send further information to you via ParentMail at the beginning of term.

#### **DATA COLLECTION & ETHNICITY INFORMATION:**

If your circumstances change, please inform the school by telephone or email immediately. You can read our data policy for parents and students using the links below:

<https://www.caistorgrammar.com/uploads/2020/05/CHi-GDPR-Privacy-notice-parents.pdf>

<https://www.caistorgrammar.com/uploads/2020/05/CHii-GDPR-Privacy-notice-students.pdf>

#### **POLICIES:**

Please visit our website for our School Policies (found in the 'Our School' tab) on Behaviour, Drugs, Use Of Mobile Phones, Relationships and Sex Education, School Communication and Anti-Bullying, amongst others. <https://www.caistorgrammar.com/our-school/policies/>

Please contact me via e-mail, if you have any questions: [Rebecca.Turner@caistorgrammar.com](mailto:Rebecca.Turner@caistorgrammar.com)

*Rebecca Turner, Head of Lower School*



## CGS Uniform, Key Stage 3&4

Full School Uniform is expected to be worn **at all times**.



<i><b>Trouser Compulsory Uniform</b></i>	<i><b>Skirt Compulsory Uniform</b></i>
<p>Black blazer with the school badge</p> <p>Plain white shirt with school tie <b>or</b> grey and white striped school blouse (shirt/blouse worn tucked in)</p> <p>Charcoal grey or black smart trousers (no jean type or skinny fit trousers)</p> <p>Black or dark grey socks</p> <p>Sensible black shoes (no boots, plimsolls, or trainers)</p> <p>A plain coat without a logo</p> <p><b>Optional:</b> Grey or Black V-neck pullover or cardigan</p>	<p>Black blazer with the school badge</p> <p>Plain white shirt with school tie <b>or</b> grey and white striped school blouse (shirt/blouse worn tucked in)</p> <p>A grey box-pleated skirt, worn to the knee</p> <p>White ankle socks or Black opaque tights</p> <p>Sensible black shoes (no boots, plimsolls or trainers )</p> <p>A plain coat without a logo</p> <p><b>Optional:</b> Grey or Black V-neck pullover or cardigan</p>
<p><b><i>Jewellery &amp; Make Up</i></b> - Only a wrist watch, single plain ring and a single ear stud in each ear are allowed. No make-up or nail varnishes are to be worn in Y7-9 and should be discreet in Y10 &amp; 11</p>	

Our bespoke uniform items are available to purchase from:

***Greenswear***

[www.greenswear.co.uk](http://www.greenswear.co.uk)

41 High Street

Cleethorpes

DN35 8JY

01472 291593

***Shah's Uniform***

[www.shahsuniform.co.uk](http://www.shahsuniform.co.uk)

109 West Street

Scunthorpe

DN15 6EQ

01724 84493



June 2022

## Physical Education Kit

### **Compulsory**

White/red polo shirt, with school logo  
Black track top **or** hoodie with school logo  
Black shorts **or** plain black PE 'skort'  
White sports socks for indoors & Red games socks for outdoors  
Training Shoes – non-marking soles for indoor work  
Outdoor training shoes  
Shin pads

### **Optional**

Plain black tracksuit trousers  
Black, full length, leggings/sports tights  
Black or Red base layer (top)

Bespoke Physical Education kit is available to purchase online from **Price and Buckland**. (please see the attached pack for orders or use the pink button link on the school web site, parents page, school uniform). Plain items can be sought from other providers.

**N.B.** free delivery is being offered the week of 20<sup>th</sup> June 2022

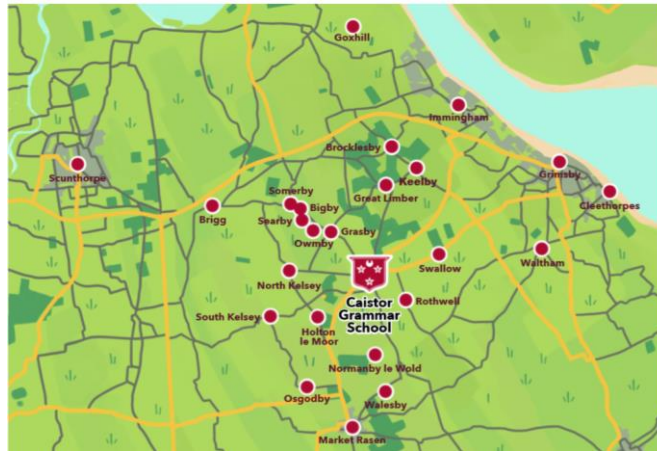
<https://www.caistorgrammar.com/parents/school-uniform/>



June 2022

## SCHOOL TRANSPORT

Students travel from various destinations to CGS, some of which are shown below.



The school itself does not organise any of the transport to and from Caistor on school days and only some of our students are entitled to free transport. To qualify, you have to live in excess of three miles from the school, live in Lincolnshire and be attending this school as your closest available school. Needless to say, most parents have to pay for transport.

Listed below are the organisers of transport from particular areas. If your locality is not mentioned, please contact the organiser for an adjacent area or contact the school.

Transport Organiser	Contact Details	Areas Covered
<b>LINCOLNSHIRE County Council</b> School Transport County Offices Newland, Lincoln	Telephone: 01522 782020 <a href="https://www.lincolnshire.gov.uk/school-college-transport">https://www.lincolnshire.gov.uk/school-college-transport</a>	BIGBY, GRASBY, OWMBY, NORTH KELSEY, SOUTH KELSEY, MOORTOWN, SWALLOW, THORESWAY, ROTHWELL, KEELBY, BROCKLESBY, LIMBER
<b>Dents</b> Unit 1, Pasture Lane Market Rasen	Telephone: 01673 828086	MIDDLE RASEN, MARKET RASEN, WALESBY, OSGODBY, CLAXBY
<b>Grayson's School Buses</b> Estate Road 5, South Humberside Industrial Estate, Grimsby	Telephone: 07894 444241 <a href="mailto:admin@schoolbuses.co.com">admin@schoolbuses.co.com</a>	GRIMSBY, CLEETHORPES, IMMINGHAM, HABROUGH, NORTH THORESBY, ELSHAM, BARNETBY, HUMBERSTON and villages close by. BRIGG and surrounding villages FOREST PINES
<b>Mr Stuart Oakland,</b> Sherwood Travel 19 Queens Road Immingham	Telephone: 01469 571140 <a href="mailto:enquiries@sherwoodtravel.co.uk">enquiries@sherwoodtravel.co.uk</a>	ELSHAM, BARNETBY BARTON, BARROW, GOXHILL, THORNTON CURTIS, WOOTTON, ULCEBY, CROXTON, KIRMINGON





# Homework Guidelines

## Section 1 Reasons for Homework

- Some tasks (extended reading and writing, practising examples, memory learning, revising etc) are best done at home.
- It teaches students how to organise themselves and disciplines them to develop and maintain a regular work schedule independently.
- It helps students learn and practise skills taught in class.
- It allows students to evaluate their understanding.
- It involves parents with their child's education.

## Section 2 The Basic Structure

- Each student is given their own school diary planner, in which to record their timetable and the homework received in each subject. These diaries are checked regularly during Form time. Subject teachers often use the diary planner to write comments in. Parents of Years 7, 8 and 9 students are asked to check and sign the diary on a weekly basis. Students should receive homework every night as set out in their homework timetable. (However, to ensure collection and quality marking by teachers some subjects may set double tasks fortnightly), with the following guidelines:

Year 7	20 minutes per subject	(40 mins for English and Maths)
Year 8	30 minutes per subject	(1 hour for English and Maths)
Year 9	30 minutes per subject	(1 hour for English and Maths)
Year 10 & 11	Up to 1 hour per subject	(1 hour for English, Maths and RE)
Year 12 & 13	4 hours per subject	

On all homework students should include a title, date and record how long it took them to complete the set task.

- Homework is not normally to be completed for the next day to allow students to choose and plan when to do a piece of work; KS3 homework is not normally set to be completed in school holidays.
- Parents should use the diary planner to note a minor problem. If there is a more serious problem, parents should initially contact the Form Tutor or the Head of Section.
- If homework is not completed properly or is not handed in, the subject teacher will deal with the problem. If the issue persists, the Head of Department will become involved and the Form Tutor and Head of Section also informed. We believe that prevention is better than cure – careful monitoring of the homework recorded in the diary by parents is an important aid, both to the students and the school.
- A staffed homework club is provided at lunchtime for students in Y7-9 and runs twice per week – this can be used by students voluntarily as a quiet space to work, if they need support or if they are trying to manage their time after school effectively. In addition, staff can refer students to this club if they fail to hand in homework by the deadline date.





- Each year there is a period of formal examinations. To enable students to prepare properly for these we do not set homework during the two weeks prior to the exams. It is important though that students use this time to revise and parents can help with the organisation of this period.
- Attending School must be a priority. Holidays and family visits must not be organised in term time. Students who are absent will need to catch up missing work in addition to the normal homework load. When an absence is known in advance, students should approach subject teachers to gather work which will be missed.

### **Section 3      General Guidelines to parents for supporting homework**

- Ensure that your child is doing homework in a quiet place away from distractions. Some need absolute quiet; others prefer background music. All children need a space where they can organise their books and equipment. Accessing the local library where possible is a good source of reference material and encourages wider reading, as does accessing the internet.
- Getting started is often one of the most difficult aspects of homework and some children need more encouragement than others to establish good work habits. We hope that the diaries will help in providing a written record of the tasks set and the deadlines for handing them in, but the responsibility is still on the individual to plan homework around hobbies and interests. The amount of support needed should diminish as good habits are formed.
- It is difficult as parents to know how much actual help to give with homework. However, a starting point would be to check the entries in the diary planner against the work in the exercise books, and you are encouraged to make your own comments in the diary planner where necessary.
- In tasks such as learning vocabulary and memorising information, the assistance of someone to test the learner is most welcome and there could be other homework where your child would like to discuss issues and topics with someone before completing the task.
- Encourage your child to get into routine of checking the next day's timetable and packing all the required books, homework, and equipment and PE kit the night before.
- We want your child to become an independent learner but not at the expense of their happiness and wellbeing. So please give your child as much support as you feel is needed. Let us know if there is a problem.
- We appreciate that some students lead very busy lives and therefore wish to do their homework during over lunchtime so that they can have time for extra-curricular activities. We understand that some students will adopt this approach.
- Some students work very quickly and sometimes have completed homework tasks and if they and/or their parents feel they are not developing their learning as well as they could, there are reading lists they can use to extend learning and understanding.
- A homework timetable is issued for students in Key Stages 3 & 4 to try to make sure homework is spread out evenly.



## ***Our Partnership with Parents***

### **A. Our commitment to Parents**

1. We promote high standards of personal achievement, morality and a sense of concern for others.
2. We want all students to feel safe, secure, valued and known at CGS. If you believe we're failing, contact us immediately. We will make it a priority to resolve the matter.
3. We want to work in partnership with parents. We consult with you formally through our annual questionnaire, welcome comments on termly assessments and invite suggestions and feedback.
4. Please do contact the School if you have a concern via the diary planner and addressed to the form tutor. Serious matters can be addressed to the Head of Section or the Headmaster. Appointments are encouraged: we prefer to talk rather than email.
5. We want to keep you involved in the academic progress of your child by keeping you informed through assessments and reports.
6. We monitor progress carefully and offer students detailed advice frequently in written and verbal feedback. We support students that are struggling and celebrate students' successes.
7. You have the opportunity to discuss your child's progress with teachers at annual parents' evenings. Further discussions are possible if the appointments are booked in advance.
8. Academic work is challenging and interesting: we want all students not just to achieve, but to exceed their potential.
9. Homework is set regularly via a published homework timetable.

### **B. Our partnership with you**

1. You must ensure that your child attends School during term time and that they are punctual. Family holidays and other activities must be arranged outside of term time.
2. Please be honest, open and respectful in all your dealings with the School. Your child's progress is as a result of our partnership.
3. Please support your child's academic progress in the School closely by checking diary planners. Please make it a priority to attend, with your child, parents' evenings.
4. Please keep us informed about any developments that might significantly affect your child's progress or happiness.
5. Please support our distinctive ethos and work with the School to ensure that its rules and disciplinary policies are applied fairly and consistently: your child is an ambassador for our community whether in the classroom, on a trip or travelling to and from School.
6. Please encourage your child to support School activities, such as plays and concert rehearsals and sporting events, so that these can thrive. Achievement beyond the classroom is as important to us as academic progress.
7. Please support activities organised by the School: your presence gives staff and students a huge boost.
8. Take an active interest in developments at the School and read the weekly Parents' Letter that is sent home.
9. If possible, please become involved with The Friends of Caistor Grammar School. They are an invaluable source of support – and fun!
10. Please make a regular contribution to the School Fund to support our extra-curricular programme.

### **C. If Things Go Wrong**

1. We have a Communications Policy, and a Complaints Policy. If you contact us, we will investigate promptly and respond considerately.
2. We work together to support your child's aspirations. We work together to make the School as successful as possible, utilising individual talents. We will sometimes make mistakes. We will try to put them right. We might occasionally disagree but we will always want to work in partnership.

Alistair Hopkins  
Headmaster

Lucy Jackson  
Chair of Trustees



*June 2022*