



WELCOME

Class of 2026

TO



CAISTOR GRAMMAR SCHOOL





*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.*

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 24th June 2026. More information will follow about this event nearer the time.

Contents:

1. EAGER to learn
2. Expectations for students in KS3 and KS4
3. School Trustees / Current Staff List (2025/2026)
4. School Day/ Weekly Timetable
5. Term Dates
6. General Information
7. School Uniform Information
8. School Transport
9. Homework Guidelines



Mission Statement

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

School intent

We provide a challenging, rigorous, engaging, and broad curriculum for able and ambitious students within the frame work of a caring community. Students are guided to be independent thinkers, emotionally resilient, empathetic, well behaved and socially responsible. They are prepared to make a constructive contribution to society as a result of the experiences they encounter, and the example set by others.



EVER TO EXCEL

Caistor Grammar School models all of its work around the values of our EAGER programme.

E

Engaged

Dedicated to learning through active engagement and participation.

A

Aspirational

Always striving to go above and beyond to produce the highest quality of work at all times.

G

Generous

Communicating ideas and sharing strategies with peers. Giving encouragement in peer assessment tasks.

E

Enthusiastic

Committed to hard work and perseverance. Showing a great interest and excitement towards School life.

R

Reliable

Being punctual to lessons and following all responsible instructions and requests made by staff.

Pastoral Care

We believe that student outcomes are underpinned by an effective and cohesive pastoral and safeguarding system. Starting with our committed team of form tutors, student well-being is an important part of all life at CGS. Through our PSHCE programme, and running through everything we do, we work with students to develop a proactive approach to improving their own resilience, emotional intelligence and empathy based on the principles of the EAGER learner.

Curriculum

At the heart of our curriculum is the core principle that progress is based on what students know and understand. Our curriculum philosophy supports the knowledge-engaged theory. This sees knowledge as underpinning and enabling the application of skills, and that both are key to progress. Schemes of Learning are designed around departmental intent, so that knowledge and skills are built up and revisited sequentially. Assessment is then used to check understanding, to allow adaptive strategies to shape future planning. We believe that students who are EAGER to achieve, supported by a broad and challenging curriculum, will make maximum progress.

Enrichment

Our enrichment opportunities are a significant strength of the CGS offer. For example, we typically run over 50 weekly clubs and our House system enables students to mix across year groups in a broad and inclusive range of music, sporting and creative activities. In addition, we are a Duke of Edinburgh Centre. Enrichment activities tie in with our EAGER goals and develop students' ability to be resilient, empathetic and socially responsible, whilst having obvious benefits to the rest of the curriculum in areas like organisation, persuasion and developing critical thinking skills.





Expectations for Students in Key Stage 3 and Key Stage 4

We want School to be a calm and orderly place of learning. A place where you can flourish, learn, be challenged, praised when you do well, guided when things don't go so well, feel safe, are respected and where you can be the best version of yourself. We are all ambassadors for our school, and we are responsible for our own behaviour.

The following describe the kind of expectations we have of students to make our School the best place it can be.

- Be polite and respectful to other students in all year groups, staff, and visitors. We will not tolerate poor language or discrimination on any grounds
- Move around school quietly; do not run, shout or scream
- There should be no physical contact
- Respect the School's facilities e.g., equipment, classrooms, toilets
- Put your rubbish in the appropriate bins
- Have respect for one another's property
- Do not congregate in school buildings, or at the entrances, before 8.50am, at break times and lunchtimes, unless advised by staff
- Use the toilet during break and lunchtime
- All hot food must be eaten in the dining room (this includes paninis)
- Cold food, from the fridges only, can be taken out of the dining room, but can only be eaten by the picnic benches or at a club where a member of staff is present and has given permission
- Only water is allowed in classrooms for drinking. Specialist rooms (e.g., Science labs) have stricter rules on drinking
- Follow the school uniform rules
- Electronic and mobile/smart devices are not allowed during the school day
- Drugs will not be tolerated (this includes vapes)
- Be sensible and respect one another on the way to and from School
- Be honest, be upstanding, be a leader - be proud of your School





Classroom Code of conduct

- Be punctual to registration and lessons; line up in an orderly manner and await staff
- Come to lessons prepared to learn and with your books and the right equipment
- Students should only write in black ink
- Tippex is not allowed
- On arrival in class, remove outdoor coats, stand quietly behind your workspace until you are told to sit
- At the end of the lesson, stand behind your workspace until dismissed.
- During the lesson be E.A.G.E.R. (Engaged, Aspirational, Generous, Enthusiastic, Reliable) to learn
- **If you do not meet the School expectations, appropriate consequences will be applied.**





Our School Trustees 2025/26

Chair of Trustees	Mrs Lucy Jackson
Foundation Trustees	Mrs Anne McLaren
Co-opted Trustees	Mr David Jolly Mr Stewart Davey Mr Gary Thomas
Parent Trustees	Mrs Helen Bridges Mr Michael Fawcett Mrs Nancy Heydenblut Mrs Rachel Murray Mrs Victoria Foster
Teacher Trustee	Mr Richard Davey
Staff Trustee	Mrs Tarnia Roberts
Headteacher	Mrs Shona Buck
Clerk	Mrs Claire Brewster

Current Staff

Senior Leadership Team 25/26

Mrs Shona Buck	Headteacher, (Deputy DSL)
Mr Steven Kemshall	Deputy Head – Pastoral/Behaviour & Attitudes; Deputy DSL; PE, Science
Mr Marcus Croft	Assistant Head: Teaching and Learning; History
Mr Christopher Frost	Assistant Head: Data & Systems; Mathematics
Mrs Athanasia Ellerby	Assistant Head: Personal Development; PE
Mrs Allison Clark	Senior Teacher: Designated Safeguarding Lead (DSL) ; Biology
Mr James Kay	Senior Teacher: Head of Sixth Form; Head of Geography
Mrs Claire Mosey	Finance Manager

Year 7 Pastoral Staff 25/26

Miss Rebecca Turner	Head of Lower School; Head of German
Mr V Jones	7W form tutor, Technology
Mr David Aby	7X form tutor, Second in Mathematics
Mrs Catherine Binks/ Mr Rachel Porter	7Y form tutor, Biology, Chemistry (p/t)/ 7Y form tutor, Head of Art
Mr Gavin Cooke	7Z form tutor, Head of Science

Key Staff Supporting Year 7 25/26

Mrs Allison Clark	Designated Safeguarding Lead
Mrs Tarnia Roberts	Student Welfare Officer
Mrs Fiona Hargreaves	SENCO
Mrs Charlotte Crowther	Attendance Officer

CONTACTS:

Day-to-day contact will be with Form Tutor (To be confirmed for 26/27)
Head of Lower School, Miss Rebecca Turner



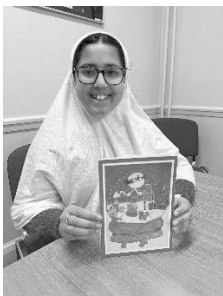
There are staff in the school office to answer the telephone (01472 851250) until 4.30pm, Monday - Friday. Please leave a voicemail if you are ringing early, late or at the weekend. We also use e-mail enquiries@caistorgrammar.com

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

A typical weekly timetable

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

Mon	Tue	Wed	Thu	Fri
Mon 1 Tutor time NB	Tue 1 English ND	Wed 1 Tutor time NB	Thu 1 History ND	Fri 1 Tutor time NB
05	L22	05	L22	05
Mon 2 Computing RHG	Tue 2 English ND	Wed 2 PE ASH	Thu 2 French RT	Fri 2 Technology NB
T5	L22	ASH	M2	T3
Mon 3 Computing RHG	Tue 3 Geography VS	Wed 3 PE ASH	Thu 3 French RT	Fri 3 Technology NB
T5	P3	ASH	M2	T3
Mon 4 RE AHY	Tue 4 Technology NB	Wed 4 English ND	Thu 4 English ND	Fri 4 Art RPR
P3	T3	ND	L22	L22
Mon 5 RE AHY	Tue 5 Technology NB	Wed 5 Maths BC	Thu 5 English ND	Fri 5 Art RPR
P3	T3	BC	L13	L22
Mon 6 PE AE	Tue 6 French RT	Wed 6 Chemistry SM	Thu 6 Geography VS	Fri 6 History ND
AE	M2	SM	07	P3
Mon 7 PE AE	Tue 7 French RT	Wed 7 Chemistry SM	Thu 7 Geography VS	Fri 7 History ND
AE	M2	SM	07	P3
Mon 8 Maths BC	Tue 8 Biology FC	Wed 8 Physics AC	Thu 8 Music KC	Fri 8 Maths BC
L13	FC	T1	013	L2
Mon 9 Maths BC	Tue 9 Biology FC	Wed 9 Physics AC	Thu 9 Music KC	Fri 9 Maths BC
L13	FC	T1	013	L2





Term Dates

Academic Year 2026/27

2026

Staff Inset Tuesday 1st September

Autumn Term Begins Wednesday 2nd September

Half Term Monday 19th October – Friday 30th October

Students Return Monday 2nd November

Autumn Term Ends Friday 18th December (2:30pm)

2027

Staff Inset Monday 4th January

Spring Term Begins Tuesday 5th January

Half Term Monday 15th February - Friday 19th February

Students Return Monday 22nd February

Spring Term Ends Thursday 25th March (2:30pm)

Summer Term Begins Monday 12th April

Bank Holiday Monday 3rd May (TBC)

Half Term Monday 31st May – Friday 4th June

Students Return Monday 7th June

Term Ends Friday 23rd July (2:30pm)





General Information

REPORTING ABSENCE

Please e-mail 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 the Attendance Officer. 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 must be attended in the school day or would like to request permission for absence, please complete the necessary forms available on the school website:

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

ATTENDANCE MONITORING

Caistor Grammar School is committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance. To ensure we are compliant with this, parents have access to their child's attendance via the MCAS app, which updates daily. We expect children to have good attendance throughout their time at school. If a child does not fall into the category of good attendance, support is offered to the families.

DfE Classification	Percentage attendance	No. of days missed per academic year
Good attendance	95-100%	9.5 days (95%)
At risk of persistent absence	91-94%	17 days (91%)
Persistent absence	80-90%	19.5 days – 90% 38 days – 80%
At risk of severe absence	51-79%	45.6 days – 75% 76 days – 60%
Severe absence	< 50%	95 days – 50%

Please note that the Headteacher can only grant a leave of absence to a student during term time if they consider there to be 'exceptional circumstances'. A request for a leave of absence will **not** be granted for the purpose of a holiday unless deemed to be exceptional circumstances.

If you still choose to take your child out of school during term time and it is not deemed to be exceptional circumstances and/or has not been approved by the School, then this will be coded as an unauthorised absence **and a Fixed Penalty Notice** will be issued for the period of absence. Failure to pay the Fixed Penalty may result in further legal action being taken against you.

The School/ local authority will have to consider a fine for parents, if a student misses 10 sessions (1 session = half day) of unauthorised absence in a rolling period of 10 school weeks. If issued with a fine, or penalty notice, each parent must pay £80 within 21 days or £160 within 28 days. The payment must be made directly to the local authority. Only two fines can be issued to the same parent for the same child within a three-year rolling period. Any second notice will automatically be charged at £160.

Attendance Policy: [CB-Attendance-Policy-1.pdf](#)

For further information regarding absences please refer to the DfE guidance https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_school_attendance.pdf



MOBILE PHONES/SMART DEVICES POLICY

Mobile Phones and Smart devices, such as a smart watch, must not be seen or heard during the school day and must not be on their person. Students in KS3 and 4 will not be directed to use their device to support learning. Whilst waiting to get a bus home, mobile phones/smart devices must not be seen or heard nor used to connect to listen to music until the student has left the school site. If you need to contact your child during the school day, please contact us via the school number so we can pass on any message. If your child needs to speak to you, they must go to student reception so appropriate next steps can be taken.

TRIPS/VISITS:

In line with Government policy, we are only allowed to ask for contributions towards the cost of whole year group 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	Optional Biology Trip to Nature reserve - approx. £20.00
Summer Term	Optional Residential Trip – approx. £300

The Design and Technology Department also request a one-off voluntary contribution of £25 to help pay for materials throughout KS3 in February.



CALCULATORS:

The recommended calculator for the Mathematics Department is the Weckew 991ES PLUS, available from Amazon. This calculator has all the functions necessary for the rest of their time at school.

STATIONERY: The School's stationery shop can be found in the library and is managed by the School Librarian. All items of stationery, including calculators, pens, pencils, glue sticks, protractors, etc can be paid for in cash or by electronic payment, by the student. Every student should have a few black pens, pencils, a rubber and a ruler. Some students also like to have their own academic planner, glue stick, safety scissors, highlighters and colouring pencils. Tippex is not allowed.

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. More information about this will be shared.

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/>

**LOCKERS:**

Each student is issued with their own locker. To help cover maintenance costs we ask parents to contribute £7 pounds a year for their use. This can be paid yearly or in one lump sum of £35 at the beginning of Year 7. You will receive more information about this on MCAS at the beginning of the academic year.

SOCIAL EVENING:

This will take place on Friday 11th September. We invite Year 7 to stay at school for a social evening of fun, games and pizza! It is a lovely opportunity for students to socialise with their peers. More information about this event will be shared before the end of term via MCAS We ask for a contribution of around £15 for this event.

DATA COLLECTION & ETHNICITY INFORMATION:

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

[CHi GDPR Privacy Notice - Parents.docx](#)

[CHii GDPR Privacy Notice - Students.docx](#)

POLICIES:

Please visit our website for our School [Policies](#) (found in the 'Our School' tab) on Anti Bullying, Attendance, Behaviour, Child Protection and Safeguarding, Drugs, Mobile Phones and Social Media, Online safety, Parental Partnership, Relationships and Sex Education, SEN and Uniform amongst others.

<https://www.caistorgrammar.com/our-school/policies/>

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

Rebecca Turner, Head of Lower School



CGS Uniform, Key Stage 3&4

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

<i>Trouser Compulsory Uniform</i>	<i>Skirt Compulsory Uniform</i>
Black blazer with the school badge Plain white shirt with school tie OR grey and white striped school blouse (shirt/blouse worn tucked in) Charcoal grey or black smart trousers (no jean type or fashion fit trousers) Black or dark grey socks Sensible black shoes (no boots, plimsolls, or trainers) A plain coat without a logo Optional: Grey or Black V-neck pullover or cardigan	Black blazer with the school badge Plain white shirt with school tie OR grey and white striped school blouse (shirt/blouse worn tucked in) A grey box-pleated skirt, worn to the knee White ankle socks or Black opaque tights Sensible black shoes (no boots, plimsolls of trainers) A plain coat without a logo Optional: Grey or Black V-neck pullover or cardigan
<p>Hair styling should fit in with the wearing of a uniform and be of natural colour. Extreme hairstyles are not permitted. If hair is worn sufficiently long that it endangers health and safety in the classroom, then it should be tied back and hair accessories should be discreet.</p> <p>Accessories Only a wristwatch, single plain ring and a single ear stud in each ear are allowed. Additional piercings are not permitted.</p> <p>No makeup, false eyelashes or nail colours are to be worn in Key Stage 3. At Key Stage 4, no false eyelashes; makeup and nail colours should be discreet (nude nail colours and nails kept short)</p>	

When summer uniform is declared students do not have to wear their blazers and can wear formal grey shorts. Please pay attention to the Headteachers weekly letter for further information.

Our bespoke uniform items are available to purchase from:	
Greenswear	Shah's Uniform
www.greenswear.co.uk	www.shahsuniform.co.uk
41 High Street	109 West Street
Cleethorpes	Scunthorpe
DN35 8JY	DN15 6EQ
01472 291593	01724 84493



Physical Education Uniform

Students attend school in their PE uniform on those days when they have PE.

Compulsory

White/red polo shirt, with school logo
Plain black track top **or** hoodie with school logo

Plain black shorts **or** plain black PE 'skort'
Plain black tracksuit trousers, (no baggy jogging trousers)
Plain black, full length, leggings/sports tights
White sports socks for indoors & Red games socks for outdoors
Training Shoes – non-marking soles for indoor work
Outdoor training shoes
Shin pads

Scan Me!



Optional

Black or Red base layer (top)

Bespoke Physical Education kit is available to purchase online from **Price and Buckland**. (please see the QR code above or use the link on the school web site). Plain items can be sought from other providers. Please place orders before 1st August to make sure you receive the items for September.

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

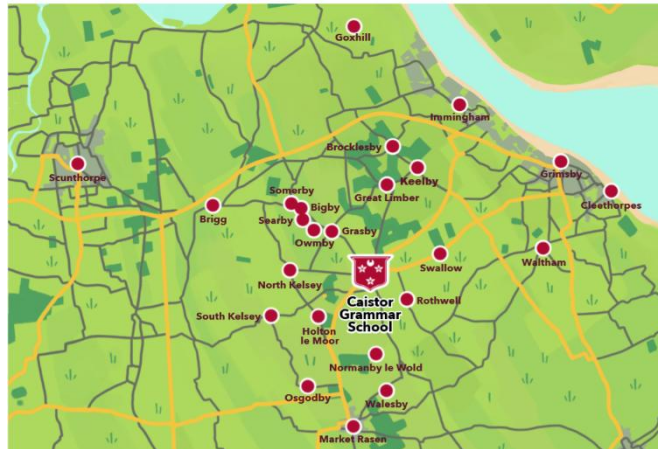
There will be an opportunity to purchase good quality second hand uniform on the Induction Evening.





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.

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.

Information from Lincolnshire County Council

Important information regarding school transport for children starting secondary school or primary school in September 2026:

As your child is starting secondary school in September 2026, they may be eligible for school transport. If you think your child is eligible, please apply for transport as soon as you have your offer of a school place (2nd March 2026, for secondary school). Early transport applications are encouraged to ensure that transport is in place in time for the start of the September term. Applications can be made online at the website below or a telephone application can be made by contacting the Customer Service Centre on 01522 782020.

For more information about the home to school transport policy and online applications please go to www.lincolnshire.gov.uk/school-college-transport. Queries can be emailed to schooltransportapplications@lincolnshire.gov.uk.

Please see information on the next page regarding the areas that are covered.



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



Homework Guidelines

Section 1 Reasons for Homework

- Some tasks (developing classwork, extending it to new contexts, reading and notetaking, essay writing, practising examples, memory learning, revising etc) are particularly well-suited to being done at home.
- Homework teaches students how to organise themselves and disciplines them to develop and maintain a regular work schedule, in an independent manner.
- It helps students learn and practise skills taught in class.
- It allows students to self assess and discover whether they have understood a topic.
- It involves parents with their children's education.

Section 2 The Basic Structure

- Homework is set by staff on Bromcom and is available to parents via the MCAS app. Students should receive homework as set out in the homework timetable, 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

Year 12 & 13 4 hours per subject

- Students should be given a minimum of two nights to complete homework tasks.
- KS3 homework is not normally set to be completed in School holidays.
- Parents should contact staff via email to note a minor problem. If there is a more serious problem parents should, first of all, contact the Form Tutor.
- If homework is not completed properly or is not handed in, the subject teacher will deal with the problem. If trouble persists, the Head of Department will become involved, and the Form Tutor and Head of Year also informed. We believe that prevention is better than cure – careful monitoring of the homework by parents is an important aid, both to the students and the school.
- Students are welcome to use the Library at lunchtimes as a quiet space for homework.
- 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.
- Absence from school is always undesirable. We ask that as far as possible holidays and family visits are never undertaken 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 in advance to see if they can do anything prior to the absence.

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 lay out 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 appropriately.

- 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. The responsibility is 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 on MCAS against the work in the exercise books.
- 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 homeworks, 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 his/her happiness and well being. So please give your child as much support as you feel is needed and do let us know if there is a problem.
- We appreciate that some students have very busy lives and therefore wish to do some homework during lunchtime so that they can have time for extracurricular activities. We are very relaxed about this.
- Some students work very quickly and sometimes have completed homework tasks in less than the recommended time. If they and/or their parents feel they are not developing their learning as well as they could, we do encourage them to use reading lists to extend learning and understanding.