



# Carlton Primary School Prospectus





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## A letter from the head teacher

### *If you believe, you Can achieve*

Dear Parents and Carers,

I would like to welcome you and your child to Carlton School.

Starting school is a major step in your child's life and we hope the next few years will be happy and successful.

Our aim is to provide a safe, supportive and challenging environment where all children reach their full potential. We believe that this can only be achieved if your child feels safe and secure and our committed staff work really hard to provide this for all children.

Each child is welcomed as an individual with his or her unique talents and personality.

One of the most important ways to ensure that your child achieves their full potential is to have regular communication between home and school. At Carlton we pride ourselves on developing successful partnerships between home and school and recognise the value of home and school working together.

This prospectus gives vital information about our school and how you can play an integral part. In the back cover, there is additional information which may change year on year.

**Welcome to Carlton community.**

Yours sincerely,

J Phelan  
Head teacher

# Section 1: Carlton Primary School Background Information



## The History of Carlton Primary School

Carlton School is housed in a classic 1880's building with a hall on the first and second floor. The foundations of the school were laid in 1883 and the school opened its doors in 1884 with three departments – infants, boys and girls. In total there were nearly 1800 children on site in comparison with between 350 and 410 today.

The school was previously named Carlton Road School as it was situated on Carlton Road. Early last century the road was renamed Grafton Road but the school retained the name 'Carlton'.

Following many Education Acts, the building housed separate infant and junior schools until April 1986, when the two schools amalgamated to form Carlton Primary School.

Over the years the school has been modernised with the building of 2 mezzanines, refurbishment of the front office and the addition of the Carlton Community Learning Centre (CCLC).

However throughout this change, the school has managed to maintain its charm.

In January 2008 the children and the community celebrated Foundation Day and in February 2009, the community celebrated Carlton's 125th birthday!

## Admissions Policy and Procedure

We encourage all prospective parents and carers to visit the school prior to applying for a place. This will give you a good idea if the school is right for your child.

The head teacher conducts a weekly tour of the school, meets all prospective parents and answers any questions.

The school offers full and part time nursery places. To qualify for a free full time place the local authority has agreed set criteria which the school follows. Information can be received from the local authority or ask at the school.

Once your child has been allocated a place, you will be contacted by the school to arrange to meet the head teacher. This is a very important meeting as it is the opportunity for you to discuss your child's prior learning and school experience. You will be asked to fill out a number of forms such as the Home School Agreement, contact details, health information and permission to go on local trips. For trips further afield, you will be asked to give permission for each one when they are planned.

For children joining in nursery and reception, home visits are arranged so that you will have the opportunity to introduce the school staff to your child and ensure that they are as ready as possible to start school. You will also be given a start date and have the opportunity to ask any other questions.

For children joining other than nursery and reception, the school policy is to begin on 3 half days and then a full day on the 4th day.

If you are interested in visiting the school, please contact the office to book a place on the next tour.







## Change of Address and Contact Numbers

It is very important that you inform the school office if you change your address or contact details. We need the most upto date numbers in case your child becomes ill and we need to contact you. It can be distressing for a child if we cannot get in touch with you.

## Equal Opportunities

At Carlton we are committed to a policy of equal opportunities.

We firmly believe that all children have a positive contribution to make in all areas of school life regardless of race, culture, social and economic background or disability.

We ensure that all children have equal access to the curriculum and we provide every opportunity for them to fulfil their potential.

Carlton is proud to say that it is a life long learning school.



## School Organisation

The school is organised into three key stages:

**The Foundation Stage** are the nursery and reception classes. This section of the school caters for children from the ages of three to five.

**Key Stage 1** is made up of years 1 and 2. Year 1 children are between 5 and 6 years old while year 2 is 6 and 7 years old.

**Key stage 2** is from Years 3-6. Year 3 is for 7-8 year olds, Year 4 is 8-9 year olds, Year 5 is for 9-10 and Year 6 for 10-11 year olds.

Each class from reception to year 6 has space for 30 children, while the nursery offers 36 fulltime and 29 part time places.

Each class is taught by a qualified teacher (there are 2 in the nursery) and supported by a team of dedicated teaching assistants.

Each class is called after a precious stone. Their names are as follows:  
 Reception classes - Pearls and Rubies  
 Year 1 - Silver and Gold  
 Year 2 - Moonstone and Emerald  
 Year 3 - Amber and Tigerstone  
 Year 4 - Opal and Topaz  
 Year 5 - Amethyst and Crystal  
 Year 6 - Sapphire and Jade



## School Governors

The Governing Body consists of elected staff and parents, local authority and community representatives.

It is the responsibility of the Governing Body to support the school and to ensure that it is effectively led and managed. It also offers an independent view.

The Governing Body monitors standards, how well the school is led and managed at all levels – and the effect that this leadership has on the children's standards of education and well being across the school. It also ensures that the school fulfils its legal obligations. All elected Governors are expected to attend training arranged by the local authority.

The Governing Body comprises of two committees (Resources and School Improvement) which feed into the main Governing Body. All meetings for the year are set out at the beginning.

The contact details of Parent Governors are displayed in the CCLC but all Governors can be contacted via the school office. Any vacancies on the parent gov panel are announced on the school newsletter and interested parents should give their name and contact details to the office.

## School Council

Pupil's opinions are very important to us. At Carlton there is an elected school council that meets on a regular basis. Two children (boy and girl) are elected from each class. Each year the school council are given a budget to manage by the Governing Body. Since its inception, the school Council have been involved in fund raising, whole school surveys and designing aspects of the school (e.g. the playground)



## Uniform and Lost Property

### Uniform

We rely on parents and carers co-operation to adhere to the uniform policy throughout their child's life at Carlton.

### The uniform at Carlton is:

#### Winter uniform

Grey trousers \*  
 Grey skirt \*  
 Grey tunic  
 White polo shirt with school logo\*  
 School blue cardigan or jumper with school logo\*  
 Plain black, grey, navy blue or white tights or socks  
 Plain black, navy blue or white Hijab (worn for religious reasons)  
 Sensible shoes or trainers

All children must have a coat, scarf and gloves for the playground.

#### Summer Uniform

Blue checked dress  
 White leggings (for dresses that are see through – the leggings must not be longer than the dress)  
 White polo shirt with school logo\*  
 Grey shorts  
 Sensible shoes or trainers  
 White, navy or grey socks

### P.E. Kit

#### Indoor

Plain round neck white T shirt\*  
 Plain black shorts\*

#### Outdoor

The children can wear plain black jogging bottoms

*\* Items marked with an asterisk can be purchased at school. Uniforms are sold at the beginning of each day. We also stock a range of nearly new jumpers – please ask at the office for details*

We strongly encourage all parents and carers to put their child's name on their uniform.

### Jewellery

For health and safety reasons, children are not permitted to wear jewellery with the exception of watches and stud earrings. Nail varnish is not permitted also.

### Lost Property

There is a lost property box in the first aid room and all parents and carers are welcome to search if any item of their child's clothing is lost. At the end of each term all lost property is put out under the shelter in the playground and parents are encouraged to check for their property.





*"I enjoy writing, maths and mostly drama."*  
Christavie

# Section 2: Carlton's Curriculum

## Our Curriculum Principles Key Stages 1 and 2

*At Carlton we recognise the importance of educating our children to take their place in society as responsible citizens who have a very good level of literacy, maths and technological skills that will enable them to strive for success and achieve their full potential. We ensure that our curriculum supports this.....*

### EYFS

In the EYFS we follow the national guidelines for the Early Years Foundation Stage. As part of this we also ensure that our teachers expose the children to high quality texts which stimulate their language skills. We recognise the importance of speaking and listening and so this features very prominently in the curriculum. Children are encouraged to sing, dance and express themselves through interaction and play with their peers.



We teach the subjects of English, mathematics, science and ICT and the foundation subjects of art, design technology, geography and history. (Some of our topics have been taken from the International Primary Curriculum ) French is taught across Key Stage 2. The school fulfils the requirements for the teaching of p.e. and in KS 2 it is taught by specialist sports coaches. Music is taught throughout the school by a specialist teacher on a rotational basis. Carlton has also adopted the local authority's religious educational curriculum.

At Carlton we believe that our children need to be emotionally ready to learn and so we pride ourselves on the work that we do in the areas of emotional literacy. We have a strong personal, emotional, health and citizenship curriculum. It is taught through stand alone lessons and assemblies. There is also a designated circle time for each class each week. Children are encouraged to ask for help and so there are mumble boxes in each classroom and outside the head teacher's office.

There is a curriculum plan for each year group which is reviewed annually. Each topic taught has a plan with clear outcomes. There are clear guidelines regarding the expected outcomes for each year group in reading, writing and maths. The school has an agreed handwriting policy and there is a strong emphasis on how children present their work to demonstrate progress of their learning.



## The Sports Curriculum

Interest in sport is very high at Carlton – the children make full use of the range on offer!

The curriculum provided covers all aspects of sporting activities from gymnastics and games to athletics and dance. The children in Key Stage 2 are taught by a sports coach throughout the year. The school also employs a cricket coach who works with KS2 children.

The school has a small indoor swimming pool and this is used by the children in the EYFS. The children in a designated Key Stage 2 class attend weekly swimming lessons in the local Kentish Town Pool where they are taught by an instructor.

We ask that all parents and carers ensure that each child has the correct kits for swimming and PE.

Carlton also ensures that it participates fully in the sporting events offered across the borough. They include football and netball leagues, athletics, dance and cricket competitions. Our extended provision also includes sporting activities- please see the office staff for a breakdown of termly sporting clubs.



## Music at Carlton

The school has strong links with Camden Music Service. Each child in Year 4 learns an instrument as part of the Wider Opportunities Fund free of charge for a year- they then have the opportunity to have individual or group lessons in Years 5 and 6. There is also an active school choir and each year group receives a weekly music lesson on a rotational basis.

## Sex and relationship Education

The aim at Carlton is to prepare the children to grow up as responsible and informed adults. The curriculum we deliver is the curriculum agreed by the local authority.

There are clear lesson plans and resources that can be viewed by any parent or carer on request. Parents and carers are invited to workshops prior to its teaching to sample the activities their children will do.

Sometimes parents/carers wish to withdraw their child from lessons – it is advisable to make an appointment to meet the head teacher to discuss this as much of the curriculum content is statutory.

## Homework

At Carlton we view homework as a tool to set good habits for secondary school.

Homework is given throughout the school on a weekly basis. At the beginning of each year all parents and carers will be informed at to what homework will be set, when it will be set and when it should be returned. Homework can comprise of reading, spelling, tables and written work. The amount given is age appropriate.

## Educational Visits

Educational visits are a key part of the curriculum and all classes are encouraged to take a visit termly as part of their topic. The school follows the advised health and safety procedures set out by Camden and complete risk assessments. Depending on the distance, the children may take a coach or use public transport. Unfortunately the school cannot afford to cover the cost of all visits and so we ask parents and carers for a donation. However no child is excluded through inability to contribute financially.





## Planning, Assessment and Reporting

Each teacher plans with his or her parallel teacher. Each teacher has a planning file with daily notes, weekly and termly plans. These plans are based on the topics and are differentiated to meet the needs of all children.

It is the expectation of the school that each teacher assess each child's performance and adjusts their plans accordingly.

The school has a clear procedure for assessing children's work. The school has a tracking system where each child's level is recorded termly and submitted to the head teacher. Each teacher then meets with the head, deputy and/or assistant head to discuss each child and to plan the next term's work and set challenging targets.

The children's level of reading, writing, maths, phonic and spellings are assessed on an ongoing basis through class observations, looking at children's work and formal assessments.

## Reporting to Parents and Carers

**The school also ensures that it fulfils its statutory duties with regard to the assessment procedure:**

- Children in Year 1 complete the phonic check
- Children in the summer term of Year 2 complete their Key Stage 1 SATs (standards assessment tests)
- Children in the summer term of Year 6 complete their Key Stage 2 SATs

The results of the above assessments measure the children's performance against national standards in English, maths and science (for sats) and phonic skills (for Year 1)

The children in Years 3, 4, and 5 also complete optional SATs in English and maths- they are marked internally.

At the beginning of their year, there is an initial meeting with all parents and carers. All parents and carers are invited to meet their child's teacher in the spring term to discuss their work and their progress towards set targets. At the end of the academic year each parents/carer will be informed of their child's level in each subject and will have the opportunity to discuss it with the class teacher.

You can of course make an appointment at any time to discuss your child's standard of work.



*"I really like Carlton because it's fun and cool. The teachers are very kind. I came in Year 3. I was nervous but when I have been here for a day, I felt like I wasn't new at all."* Ben



# Section 3.

## Pupil Welfare

*“In Carlton the adults are very nice and support every child. I like Carlton because the lessons are fun and we’ve got amazing equipment.”* Benedicte

### Positive Behaviour Policy

Carlton’s behaviour policy is based on positive principles. We have high expectations of our children and adults at all times. We encourage children to self regulate and make the correct choices themselves. We highlight and celebrate incidents where children make the right choice.

As part of our emotional literacy development, we support children in resolving conflicts where necessary and encourage them to be independent.

We recognise that some children at times may need additional support and as part of our programme set up behaviour plans and agreed scripts to support their behaviour development. We also work with outside agencies.

Any alleged incidents of bullying are investigated and dealt with swiftly.

Each child has an entitlement of 50 minutes of Golden Time each week and if they work within the Golden Rules they will have all of this time. If for any reason a child chooses not to follow the golden rules, then they

will lose a set amount of golden time or stay in at playtime. Our sanctions range from loss of golden time or playtime, removal from class for an agreed amount of time or in the very last instance exclusion from school. Our sanctions range from loss of golden time, loss of playtime, removal from class for an agreed amount of time to an exclusion from school. We do believe in working with parents and carers at every point.

Each child has the opportunity of earning back lost golden time up to Thursday lunchtime.

Every child respects the rights of other children to learn. As part of Carlton’s **Positive Behaviour Policy** we all follow the Golden Rules set out below:

**Do be gently - don’t hurt anyone**

**Do be honest - don’t cover up the truth**

**Do work hard - don’t waste time**

**Do listen to others - don’t interrupt**

**Do look after property - don’t damage anything**

**Do be kind - don’t hurt other people’s feelings**

### Special Educational Needs

Carlton prides itself on its inclusive nature. The school was awarded the Camden Award for Inclusion and Achievement for All Award.

We recognise that each child is an individual and has unique qualities and abilities. We pride ourselves on knowing the ‘whole child’ which starts at the initial meeting when the child joins the school. It is at this meeting that we discuss the child’s development, educational history and any other relevant information that is available.

If we are of the opinion that a child may have learning, physical, emotional, behavioural or social needs then he/she is assessed according to the national code of practice and support is planned and provided either in school or from external agencies. If the child is already attending the school, then records of any interventions or previous support is key to planning future steps to support the child.



**“At school I enjoy literacy lessons because I enjoy writing fantasy stories. I also enjoy music and we get to perform.” Yasmin**

### **Pupils with disabilities**

We aim to ensure that disabled pupils are part of our school and are included into all aspects of school life. The governors and staff are committed to making any reasonable adjustments to existing facilities that would accommodate pupils with disabilities. The school has a current *Equality Policy and Plan* that has been agreed by the school community. We ensure that the curriculum offers a positive view of disabilities through the material we share with children.

Training for all staff is vital in ensuring high quality support for children with special educational needs and disabilities and Carlton has an annual programme of staff development. Carlton is proud of its inclusion systems and this is reflected in the Camden Award for Inclusion and Achievement for All awards - both of which the school received.

The school policy on Special Educational Needs and an Equality Policy - copies of both can be obtained by asking at the office.

### **Child Protection Procedures**

At Carlton we work hard to ensure the safety of all of our pupils. If we suspect that any child has been subject to any form of abuse or neglect, then we have a duty to follow Camden's child protection procedures.

All parents joining the school receive information about child protection procedures, but if you have any questions then you can arrange to meet the Head, Deputy or Assistant Head who will be happy to answer your questions.

### **Medical Needs**

It is very important that when your child joins the school you inform us of any medical needs they have. This is also true if the situation changes in any way. There is a medical file for each class that details the medical needs and is updated regularly.

We also need to know if your child is allergic to any foods – we will give this information to the lunch and kitchen staff.

If your child develops any infectious diseases we ask that you notify the school.

If your child needs to take prescribed medication during the school day, the school policy is to meet with the First Aider and complete the necessary forms.

If your child becomes ill during the day or has a significant accident we will contact you. We will of course have taken the first necessary steps to ensure their safety. The school has several trained first aiders on site.

### **Lunches and Healthy Eating**

Carlton has recently been awarded *Enhanced Healthy School Status*. This means that it actively promotes a healthy lifestyle in regard to what we eat and the curriculum offered to the children.

In the EYFS and Key Stage 1 the children have daily access to fruit. There are water fountains on each floor within the school and in the playground and children are also encouraged to bring bottled water to school. The children in the EYFS have regular access to water. Children are allowed to bring in a snack from home but crisps, fizzy drinks and chocolate are not permitted.

The school meals are cooked on site by Caterlink and are nutritionally balanced. The menu includes a choice of main course with vegetables and salads. From September 2012, the meat cooked will be Halal meat and there will also be a vegetarian option. The children are offered a choice of yoghurt, hot puddings and fruit.

At the beginning of each term copies of the termly menus are sent out- if any parents wish to taste the dishes, they are asked to make an appointment at the office.

For children on packed lunches, there is an expectation that the healthy food guidelines are followed. Plain biscuits are allowed twice a week (2 biscuits) and a suggested packed lunch is a sandwich, yoghurt and a piece of fruit. Children are only allowed to bring in water as a drink.

At certain points in the year there are celebrations, e.g. birthdays, Christmas and Eid. There are also



end of year parties – every effort is made to have healthy choices for children to eat at these events. We are also mindful that some children are allergic to certain foods and to ensure that we let parents know when we are having celebrations. Nuts are not permitted at any class parties.

### **Dinner Money**

Dinner money is paid weekly at the front office. Each parent and carer will be given a receipt as proof of payment. Electronic records are kept of all payments so it is possible to print out payment history if required. Any changes to the cost of school meals will be shared with parents by newsletter.

If you receive either of the following you are entitled to apply for free school meals for your child:  
Income support  
Job seekers allowance

If you have any questions regarding the entitlement of free school meals or request a form, then ask the office manager who is happy to help.

### **Use of mobile phones**

The general rule is that mobile phones are not permitted in school. However if for any reason you need to give your child a phone it must be agreed with the head teacher first and only for Year 6 children.

If a phone is brought into school, then it must be turned off and left and the office. It can be collected at the end of the day.

If any children are found with mobiles without permission, then they will be taken and will have to be collected by a parent.

The school is not responsible for any phone not handed into the office.

### **Charging Policy**

Under the law, the governors may choose to charge for some activities. Please ask at the office for our current policy.

### **Our Extended Day**

Carlton provides care before and after school.

The day begins with the *Early Bird Club* - our breakfast club which opens its doors at 8am.

Each term after school there is a rotation of clubs which include cookery, homework, art and a range of sports. The school also takes part in the football and netball tournaments that run in Camden.

If you want to find out more about the clubs then you can ask at the office.

**From September 2012, the play centre service will move to Talacre Sports Centre.**





# Section 4

## Communicating with our Families

### The School Day

The school doors open to all children at 8.45 am. Since the school gates are open before that we ask all parents and carers to stay with their children until 8.45.

When the doors open, each year group has an identified door through which to enter the building - the year groups are marked clearly on each door. The children from Years 2 to 6 make their way directly to their classroom on their own while parents and carers escort children in the EYFS and Year 1.

If any parent/carer of children in Years 2 - 6 want to talk to their child's teacher, then we ask that they make an appointment via the office. Each teacher is available at the end of each day so there'll be an opportunity for parents/carers then.

The head, deputy and assistant head are usually available before and after school should you wish to speak to any of them.

From 8.45 to 9am the children are given morning work to do, the register is taken before 9 and the day begins. The bell is rung outside and the gate is closed.

The children in the EYFS have access to outside areas during the day. Playtime for Key Stage 1 is separate to Key Stage 2. The lunchtime for the nursery is at 11.30, with Reception at noon. Key Stage 1 and 2 have their lunch between 12.10 and 1.30.

There is an afternoon play for children in Key Stage 1 and Year 3 in the autumn term.

At the end of the day the children in the Nursery are collected from 3.20pm. The remainder of the children can be collected from 3.30pm. The children in Reception and Year 1 are collected from the classroom and the children from Year 2 upwards are taken to the playground by their teacher.

We ask that all parents are punctual in collecting their children. If for any reason you will be delayed then please contact the school. All children not collected by 3.40 are taken to the office.

### Attendance and Punctuality

Regular attendance at school is vital to your child's progress. It is your legal responsibility to ensure that your child is at school and on time each day.

If for any reason your child cannot attend school, then the expectation is that the school is contacted and provided with an explanation. The school may contact you if we do not hear from you.

We ask that all doctor and dentist appointments are made either after school or in the holidays. However if this is not possible, then an appointment card must be provided for the office staff. It is expected that children return to school after the appointment wherever possible. We may ask for medical evidence should there be concerns around attendance.

Holidays during term time are only granted in an absolute emergency and only after a meeting with the head teacher. A list of school holidays is issued each year and all parents/carers are asked to adhere to these dates.

Please note that unauthorised leave may result in a penalty notice. The school also tracks children's punctuality carefully so it is vital that your child is on time each day. Should you have any concerns around punctuality or attendances please feel free to speak a member of management or the Inclusion team for advice.

### Home - School Agreement Meeting staff

Every school is required by law to have a **Home - School Agreement**. This is to ensure that schools and families are working together to support the child in the best way possible.

If you do accept a place at Carlton you will be required to sign this agreement. The agreement outlines clearly what is expected of the school, home and child.

It is translated into the main languages of the school.

The senior leadership are in the playground at the beginning and end of most days. If for any reason you need to speak with one of them at short notice then please see a member of the office team who will help.

At the beginning of the day teachers are in class but it is always possible to see them at the end of the day when they are in the playground or at the classroom door. There will be more time then to arrange to have an in-depth discussion.

Sharing information with parents and carers

It is very important that all our parents and carers are kept informed about key dates, performances and other things happening in the school.

**We keep our families abreast of information in the following ways:**

- fortnightly newsletters
- screen in the front entrance
- one off letters
- notices on the mobile boards in the playground
- school website
- notice boards in the front playground and at the entrance to the EYFS

The school is happy to provide translations of any letters or information sent home. Photocopies of the newsletters will be given on request.

### Meeting your Child's Teacher

**We cannot emphasise enough how vital the relationship is between home and school, therefore we ask all parents and carers to attend any meetings that are set by the school.**

Each class has a meeting with parents at the beginning of the year setting out expectations for P.E, homework and the topics they will be covering. Each parent will receive a breakdown of the term's objectives. This is an opportunity to meet your child's teacher and ask any questions. Later in the spring term you will be invited to 1:1 meeting to discuss your child's progress and what they need to cover by the end of the year. Notice of these meetings will be sent to each parent.

At the end of the year there will be a final meeting to reflect on your child's achievements over the year.

However please don't wait until the set meetings - if you have any concerns or want to see how your child is doing, then please make an appointment.

**Don't let little concerns become big worries!**





*“At Carlton we learn about different things in each subject. I also enjoy Golden Time each Friday”*

Jolekha

### **Keeping our Children Safe Links with the local Secondary Schools**

The school policy for all visitors coming to the school is to report directly to the office. Unauthorised access to the school is not permitted. All visitors will be required to produce identification

We request that parents and carers do not allow visitors into the school whilst they are entering or leaving or leave the school gate open. Only the school office is permitted to allow visitors access to the school.

Carlton has very strong links with the local secondary schools into which our children transition after Year 6. We support our parents in choosing a school for their child and are happy to answer any questions they have.

### **The Role of Parents and Carers at Carlton**

We are constantly seeking ways in which to involve parents and carers in the life of the school. Attached to the school is the Carlton Community Learning Centre (CCLC) which provides classes for parents and carers. The range of classes changes on a termly basis and information about them can be obtained from the office or by asking at the CCLC. Parents and carers are also welcome to attend assemblies or other productions that happen in the school. Throughout the year the school organises open sessions/days for parents/carers to visit the school and work with their children. Details of such events will be posted in the newsletter

The school has a growing PTA called PaC – Parents at Carlton which have been involved in fundraising and organising of school fairs.







# Carlton Primary School



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