

# Castle Hills Primary School



## Prospectus 2015/2016

<b>SCHOOL ADDRESS</b>	Castle Hills Primary School, Jossey Lane, Scawthorpe, DN5 9ED
<b>TELEPHONE:</b>	(01302) 780246
<b>SCHOOL WEBSITE:</b>	<a href="http://www.castlehills.org.uk">www.castlehills.org.uk</a>
<b>HEADTEACHER</b>	Mrs. S. McBride
<b>MEMBERS OF TEACHING STAFF</b>	Mrs. S. Cronin - Assistant Head KS1 Lead Mr. N. Harris - Assistant Head KS2 Lead Miss K. Ward - Inclusion Manager Miss B. Anstess - Maths Lead Miss T. Henshaw - Science Lead Mrs. D. Snaith - History/Geography Lead Miss G. Waugh Miss C. Busfield - Art & D/T Lead Ms. K. Brown - School Council Mr. P. Rossi - PE Lead
<b>NURSERY NURSE</b>	Mrs. K. Gurnhill
<b>SCHOOL BUSINESS MANAGER ADMIN OFFICER ADMIN ASSISTANT</b>	Mrs. R. Green Mrs. S. Thompson Miss E. Harman
<b>PARENT SUPPORT WORKER</b>	Mrs. D. Jobes
<b>HIGHER LEVEL TEACHING ASSISTANTS</b>	Mrs. J. Bullock - Support Staff Lead Mrs. C. Mjadzelics - ICT Lead Mrs. C. Embery - Deputy Inclusion Manager Mrs. S. Toyne
<b>LEARNING SUPPORT ASSISTANTS</b>	Mrs. N. Bennett (Learning Mentor) Mrs. S. Clark Mrs. A. Chiswick Mrs. K. Cutmore Mrs. S. Freeman Mrs. S. Hoyland Miss K. Parkinson Miss R. Simister Mrs. G. Sneath Mrs. S. Sutcliffe Miss V. Parkin Miss C. Hutchinson Mrs. L. Laver (Cover) Mrs. S. Shillito (Cover)
<b>SITE MANAGER</b>	Mr. J. Anderton

**BREAKFAST CLUB**

Mrs. S. Shillito  
Mrs. S. Stanley  
Mrs. A. Straw

**MIDDAY SUPERVISORS**

Mrs. L. Laver                      Senior MDS  
Mrs. E. Harmer  
Mrs. C. Howarth  
Miss C. Hutchinson  
Mrs. N. Lister  
Miss V. Parkin  
Mrs. C. Parnham  
Mrs. A. White  
Mrs. S. Steelyard  
Miss K Naylor

**GOVERNORS**

**CHAIR OF GOVERNORS**

Mrs. J. Gravells

**VICE CHAIR OF GOVERNORS**

Mrs. G. Wood (LEA Governor)

**STAFF GOVERNORS**

Mrs. S. McBride  
Mrs. C. Mjadzelics

**PARENT GOVERNORS**

Mr. W. Rose  
Mrs. R. Savage

**LEA**

**CO-OPTED**

Mr. N. Harris (Staff)  
Mr. N. Phillips  
Miss V. Parkin (Staff)

# Welcome to Castle Hills Primary School

## **Our Vision:**

By providing a safe, stimulating and enjoyable learning environment in which enthusiasm for work and progress and success are of the utmost importance, we will equip each and every child with the skills that are necessary to play a full and purposeful role in society.

## **School Aims**

### **Standards achieved by pupils**

To enable all pupils to achieve and sustain high standards across a broad and balanced curriculum and to reach their full potential, making good progress in relation to their prior attainment.

### **Quality of education provided by the school**

To provide the pupils with teaching of high quality that has clear aims, uses effective methods and suitable resources, and which is matched to their differing needs.

To provide an enriched curriculum, in which there are high expectations, which will stimulate and motivate children to be independent life long learners.

To provide a happy, stimulating and well-organised learning environment in which staff and pupils work co-operatively towards achieving the school's aims.

To create a happy, safe and secure school environment, which values all stakeholders, where children can enjoy their work and establish good attitudes towards work and leisure activities.

To involve parents in a true partnership in school life and so ensure that all aspects of pupils' progress are fully inclusive, shared and supported.

To celebrate, in a variety of ways, children's efforts and achievements, both within school and the wider community.

### **Leadership and management of the school**

To provide effective leadership and to promote teamwork in ways that enable the school to achieve its aims.

To make effective use of the school's resources in order to achieve the best possible learning outcomes.

# Curriculum

## Statement for Inclusion

The Governing Body believes that all children have the right to learn together and to play together. Each child is valued as an individual and will be offered all the opportunities that the school has to offer, academically and socially and where necessary, enhanced provision including additional support for children with Special Educational Needs

The curriculum offered will follow the Foundation Curriculum in F1 and F2 and the new 2014 Curriculum in all subjects for which there are statutory orders from Year 1. Religious Education will follow the guidelines offered by Doncaster L.E.A.



The separate subject areas will be incorporated in a thematic approach where aspects are closely related. Separate subject teaching will be employed where it is felt more appropriate.

The curriculum will be a continuous progression, differentiated according to the needs of individual pupils. Progress will be monitored and assessed as a continuous process.

Each teacher is responsible for the curricular needs of the individuals comprising their class. Should a teacher feel that a child has additional needs which require further re-enforcement of basic skills, extension due to high ability, emotional or behavioural support, they will discuss the situation with the Inclusion Manager and parents. Assistance may then be given by the school's Learning Support Assistants or an appropriate outside agency, to meet the needs of the individual.

Should it prove that the needs cannot be met within the resources available to the school, an assessment for a statement of Special Educational Needs will be sought from the LA.

Children with a statement of Special Educational Needs will have support arranged in accordance with the nature of the degree of financial support associated with their statement.

Please refer to our Local Offer which can be found the school website [www.castlehill.org.uk](http://www.castlehill.org.uk)

## **Sex Education**

The Health Education Curriculum, including Sex Education, will be considered in relation to the school curriculum as a whole so that it is placed within the overall value system imparted by the ethos of the school. This will be directly related to moral, personal and social education provided by the school, thus ensuring that the provision of sex education conforms to the 1986 Education Act, that is to, "..... take such steps as are reasonably practicable to secure that where sex education is given to any registered pupil at the school it is given in such a manner as to encourage those pupils to have due regard to moral considerations and the value of family life."

## **Religious Education**

The school has no religious affiliations. Religious education is taught on a class basis and includes both work linked with Bible stories and others with moral content. The children will also be taught about other religions to help them develop in a multi-cultural society, respecting the beliefs and customs of others.

Full co-operation is given to parents wishing to withdraw their children from religious instruction in line with their own religious beliefs, providing they contact the school in this matter.

## **Organisation of Education**

The school has approximately 215 main stream children and 29 of nursery age on roll, the secondary school that the children generally go to is Don Valley Academy and Performing Arts College.

F1 and F2 children are taught in the Foundation Unit which is staffed by 2 qualified teachers, an HLTA, a Nursery Nurse and 2 Learning Support Assistants.

We have 7 further classes in main stream school covering the remaining 6 years of schooling.

We are fortunate in having accommodation which enables us to have a library, 2 halls/gymnasia, ICT Suite and a dining room.

## Nursery



Our school has 52 nursery places in the Foundation Unit in which children may attend for part-time education (15 hours per week - morning or afternoon). Children are normally admitted to the nursery at the beginning of the Autumn Term during the school year (1st September - 31st August) in which they have their fourth birthday. Early places may be available for children from Christmas, where their birthday falls between 1<sup>st</sup> September and 31<sup>st</sup> December, in accordance with the LA admissions policy, where space allows, and from Easter.

All children **must** be brought to and collected from Nursery (F1) by an adult.

All children **must** be brought to and collected from Reception (F2) by an adult.

KS1 (Years 1 and 2) children **must** be collected by an adult at the end of the day unless prior written arrangements have been agreed with school. Please inform the school if there are any changes to your child's 'expected' adult.

## School Hours

<u>Nursery</u>	Morning	8.30 a.m. - 11.30 a.m.
	Afternoon	12.15 p.m. - 3.15 p.m.
KS1	Morning	8.50 a.m. - 12.00 noon
	Afternoon	1.00 p.m. - 3.15 p.m.
KS2	Morning	8.45 a.m. - 12.00 noon
	Afternoon	12.50 p.m. - 3.20 p.m.



Children should arrive at school no more than 15 minutes prior to the beginning of each session.

The hours spent on teaching during the normal school week, excluding registration and breaks will be:

INFANT DEPT. (Key Stage 1) 25 hours  
JUNIOR DEPT. (Key Stage 2) 27 hours 30 minutes

## Breakfast Club

Breakfast club runs Monday-Friday from 7:15am until the start of school. Each child will have a choice of either cereals and/or toast and a choice of juice/milk or water during their stay. The cost ranges from just 50p to £2.00 per child per day depending on the length of stay. To book a place in Breakfast club contact 07557313648 or email [earlyrisers@castle.doncaster.sch.uk](mailto:earlyrisers@castle.doncaster.sch.uk)

## After school clubs

The school offers a wide range of after school clubs, details of which are sent home half-termly.

## Tea-Timers

Tea-Timers runs every day from 3.15pm - 5.30pm offering high quality out of school childcare at an affordable price. Prices range from £1.50 to £3.50 per day depending on the length of stay and the option of a hot meal. Places can be booked and paid for in advance by contacting the school office.

## Homework



Homework in each year group will be set on a weekly basis and is expected to be handed back in to your child's class teacher. During a typical week, children will receive:

- Maths relating to work covered in lessons.
- English-this could be writing, grammar or comprehension based.
- Spellings to be learnt ready for testing.
- Children are also expected to read daily and practise their times tables.

As children progress through school, the quantity of homework will increase as children approach their Statutory Assessment Tests which are completed in Year 6. During this time, children will attend revision sessions after school and homework set will be revision based.

Work relating to the topic will normally be set half termly to enable you and your child to gain an understanding of what will be taught in class. This will usually be an extended piece to complete over a number of weeks.

Your help with homework is essential in embedding the work being taught in school and our teachers appreciate your ongoing support.

## Assessment

When children enter the nursery and reception classes (F1 and F2) they will be assessed using the LA agreed baseline assessments, this helps us to determine their ability on entry to the school. At the end of Foundation Stage children will be put onto the Foundation Stage Profile. In year 1 children are tested on their phonic ability, testing how well they can blend and segment words. In year 2 the children will sit the end of KS1 assessment tests (SATS) to support teacher judgements. These help us to determine the progress that children have made in KS1 before they begin the KS2 curriculum. The children are again tested at the end of KS2 (SATS) before they enter secondary education. Throughout KS2 all year groups will be continually assessed by the teacher using a range of methods including observation, recorded work, tests and verbal responses.



## Play times and Playground Safety

Children are expected to go outside on to the playground during any break time, including before or after lunch. In the interest of the safety of your children, please note:

- Dogs are not allowed on the school grounds
- No smoking is allowed both inside and outside the school premises

The car park is not to be used by parents and access to school is via the **pedestrian visitor gates**.

## Site Security

Our aim is to make sure that our children are safe. Vehicle access is via the drive gates, **parking is restricted to staff** and site maintenance personnel. Staff supervise the entrances to school in the mornings and accompany children to the exits at the end of the school day. For safety reasons all adults are usually encouraged to remain outside unless there is a need to speak to the office staff. Parents who wish to speak to a teacher are asked to make arrangements at the office. There are occasions when parents are invited into school to work with their children.

## School Meals

Meals are provided through Doncaster Schools Catering, who operate a choice menu system for Key Stage 2 and a set menu for Key Stage 1, providing excellent meals that are carefully planned, balanced and healthy. **All children in KS1 (Years F2, Year1 and Year 2) now receive a free school meal every day as part of the Governments new initiative.**

**For KS2 children the cost of a school meal is £2 per day, £10 per week payable in advance.**

**All dinner monies must be paid in full each Monday morning before 11.30am** - please send the correct money into the class teacher in a clearly labelled money bag or envelope.

Children may bring a packed lunch if this is preferred - please note Castle Hills is a 'healthy school' and sweets, chocolate bars, sugary or fizzy drinks should not be included in packed lunches. A week's notice must be given to change from school meals to packed lunch.

Families in receipt of benefits may qualify for free school meals. A claim must be submitted by the parent to the Benefits Agency, this can be done over the phone by calling 01302 735336.

## Milk

Foundation stage children are eligible to receive a free carton of milk until their 5<sup>th</sup> birthday. A charge is made to parents who wish their children to continue receive milk from the age of 5 to 11. **All parents must register their child with Cool Milk.** This can be done online at [www.coolmilk.com](http://www.coolmilk.com) or by completing a registration form (available from the school office). If your child is entitled to free school meals please contact the school office to register for you.

Any queries should be directed to Cool Milk on 0800 142 2972



- Fruit** - Every child up to the age of 7 receives a free piece of fruit each day.
- Children in KS2 can buy a piece of fruit each day from the Healthy Tuck Shop for 20p.



## School Uniform



The school uniform consists of the following:

**Royal blue sweatshirt, cardigan, jumper or fleece.**

**Dark grey or black trousers, knee length skirts or pinafore dresses. Gingham dresses in Summer.**

**White shirts, blouses or polo shirts.**

**Flat, black shoes (No Trainers).**

Embroidered uniform with the school logo can be ordered from the school office. Payment must be made at the time of ordering.

If, during bad weather, children come to school in wellingtons or boots, we expect them to bring their school shoes or black plimsolls to change into for indoors.

**It is strongly recommended that all items of school clothing are clearly marked with the child's name.**

Order forms can be obtained from the school office and payment is required with the order.

## Jewellery/Valuables

As a result of advice given to Governors with regard to the inherent dangers presented by the wearing of jewellery in schools and the obvious security problems created when such items have to be removed, it has been decided that the wearing of jewellery in school will not be permitted other than a wrist watch and small pair of stud earrings. Any earrings must be removed for PE and swimming. Pupils should be able to remove earrings independently, if they are unable to do so, then they must not be worn. For newly pierced ears, earrings must be covered with tape in the initial 6 weeks after piercing (provided from home).

Should any child arrive at school wearing items of jewellery, they will be instructed to remove them and the items will be locked away. It will be the responsibility of the child or parent to collect these items at home time.

Children are not allowed to use mobile phones at school, and under normal circumstances pupils should not bring one to school.

## P.E. and Games

All children require P.E. clothing as listed below:

**Black shorts (not leggings)**  
**Plain white, round neck tee shirt**  
**Plimsolls/light trainers for outdoor games.**  
(Children work barefoot for indoor P.E.)

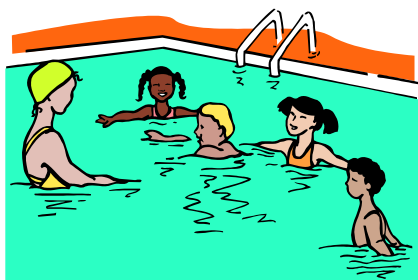
All children are expected to participate in a full physical education programme. All children are expected to have their PE kit in school- if a child forgets PE kit they will:

1. Receive a verbal reminder
2. Be required to wear a spare school P.E. kit and participate in the lesson
3. If no suitable kit available they will do PE related work during the lesson

If a child is unable to take part due to illness or injury then a letter should be sent to the class teacher to explain the reason. They will still be involved in the lesson as a referee, coach etc.

DMBC guidelines 'Safety in Physical Education' state that: appropriate clothing would not include jeans or tight trousers. The wearing of boxer shorts and very baggy T-shirts are not recommended for health and safety reasons. Long hair should be tied back. Watches and jewellery must **always** be removed. Earrings must be removed after the initial 6 weeks. If a child is unable to do this they should be removed before coming to school. During the initial six week period, earrings may be covered with plasters (provided from home), this is at the discretion of the class teacher who will assess the risk for each activity.

## Swimming



Swimming instruction is at present included for children in Year 5.

Guidance on the appropriate clothing is given prior to commencement of the lessons.

Boys - Trunks (not shorts)

Girls - Single piece costume

Goggles will only be allowed exceptionally in school swimming lessons, when chemicals in the water may adversely affect eyes. If it is medically necessary for your child to wear goggles a letter must be sent in from the parent.

Swimming caps may be worn.

## School visits and charging for school activities

The school organises a variety of visits, most of which are an integral part of the curriculum and, as such, it is vital that children take part. The school policy follows that of the guidelines of the LA and appropriate legislation, these are as follows:

- Voluntary contributions may be required to ensure that activities which incur extra costs to the school can take place
- If such contributions are insufficient then the activity or visit may have to be cancelled
- Specific provisions may be made for families experiencing financial difficulties please contact the office staff.

This may also apply to visitors that we invite into school to support the curriculum such as theatre companies.

**NB: All school visits and extended school activities are dependent upon good behaviour and conformity to the school dress code.**

Parents may be asked for a contribution towards the cost of, or to provide ingredients for, items prepared in food technology. The finished products will be consumed by the children at school or taken home.

## Extended School Activities

Each half-term a range of Extended school activities are offered to the children. Each year group has at least one activity available on each night. The activities are provided by members of school staff and outside agencies, and activities take place after school until 4.30pm. There is a charge of £1.50 per session which is payable in full at the beginning of each half-term.

Some of the extended school activities that are currently on offer are:

Graffiti Club, Choir, Spanish, Ready Steady Cook, Boot Camp, Tri-Golf, Football, Art Attack, Castle Enterprisers, ICT Club, Gardening, Tea-Timers.



## **Pastoral and Medical Care**

Any member of staff will draw to the attention of a senior member of staff, any children thought to be in need of help. If it is felt necessary, the parents or guardians, education welfare officer or any other agency will be involved.

When children are ill they are taken to a quiet area and should it be necessary we contact parents. It is essential that we have contact numbers in case we need to contact you in an emergency. If your child has a specific health problem then it is essential that you let the school know as soon as possible so that the appropriate care can be taken.

Pupils have regular health checks which you will be notified of and the school nurse can be contacted where necessary. If school identifies any problems then we would contact you. The school has an asthma register and new cases should be referred to both the class teacher and the school office. If your child requires medication during school hours (i.e. 4 doses per day), then we may be able to administer it providing you complete and sign a consent form at the school office. However, we cannot be held responsible if your child forgets to go to the office for the medication. If children are really ill they should be cared for at home. A number of staff are trained in first aid and paediatric first aid to deal with minor injuries.

Where necessary, Care Plans are drawn up to ensure the correct provision is made for pupils with specific medical needs.

We are continually trying to ensure that any pupil with a disability encounters no barriers to full participation in school life. As part of our admissions systems, any pupil with a disability will be invited to visit to ensure there will, first of all, be no difficulty in movement around the school. Parents/carers will be encouraged to describe the needs of their child to enable us to prepare fully for their arrival. Our aim is to work together in partnership to meet the needs of all pupils.

We will endeavour to ensure that no child will be treated less favourably because of a disability. This will include all aspects of school life.

The policies for SEN and Inclusion quite clearly state our commitment to improving accessibility for pupils with disabilities of any kind and the Governors will continue to work towards this goal.

## **Behaviour**

Our school rules are very few and simple and only necessary for the safety of the children and smooth running of the school. The children are taught to respect other people and their property. We aim to develop self-discipline.

Our behaviour policy seeks to unify the approach to promoting socially acceptable behaviour and responsibility both at home and at school.

Children are expected to conduct themselves in an unselfish and considerate way at all times, including en-route to and from school. It is important that they show politeness towards everybody in school, including visitors and each other. During the lunchtime break the mid-day supervisors are responsible for the children and they must be treated with respect.

We seek to encourage and reward high standards of conduct and performance in

all aspects of schoolwork, whilst checking incidents of discourtesy, disorder and disruptive behaviour. Any unacceptable behaviour is reported to the Headteacher and parents will be invited to work in partnership with the school to resolve any problems.

## **Attendance**

Prompt and regular attendance at school is vital for your child to make progress. Please notify the school office by 9:00am of any reason why your child is absent by phone, or in person, otherwise your child's absence will be registered as **UNAUTHORISED**. These figures will be published annually along with other data relating to attendance. If your child does not attend at the expected level then you will receive communication from the school and/or the Attendance and Pupil Welfare Service. This could ultimately lead to legal action. **No holidays will be authorised during term time unless there are exceptional circumstances.** Any holiday requests must be submitted on an official holiday form, available from the school office, giving at least 4 weeks' notice and each request will be considered on an individual basis by the Headteacher. **Any unauthorised holidays may be subject to a Fixed Term Penalty Notice,** details of which are sent out at the end of July for the following new academic year starting in September.

## **Absence**

For absences, e.g. dental/doctor/hospital appointments that cannot be made outside the school day, the school office should be notified **in advance** by providing the appointment card.

For absence due to illness, etc., parents are requested to inform the school office **by 9:00am of the first day of absence** so that we may be sure that absent children are not playing truant. Any absence not supported by such means has to be deemed 'unauthorised'. The school is required to record such absences.

## WAYS YOU CAN HELP

Many people are involved in the education of your child - teachers, governors, the LA and others in the community. In order for your child to achieve his/her potential it is essential that school and home form a working partnership with the child's best interests at the centre.

### PARENT/CARER

- make sure my child/children arrive at school on time and are collected on time at the end of the school day
- inform the school by 9.00am if my child/children are absent
- make sure my child/children read at home at least 4 times a week and complete their homework
- support the school in its efforts to encourage and maintain good behaviour and high standards
- attend parents' evenings and discussions in school about my child's/children's progress
- Make sure that my child/children wear the correct uniform and bring their PE kit to school

### Parents Please:

- Sign an agreement form permitting your child to use protected sites on the Internet
- Let us know if anything appears to be causing your child distress - we will try to help. If you have any enquiries or complaints please contact the head teacher who will deal with the matter as soon as possible
- Ensure that we have an emergency address and telephone number - we may need to contact you quickly
- Make sure that we have information about your child's medical history or any allergies from which your child suffers
- Pay all dinner monies each Monday by 11.30 am. Send all monies with your child in a labelled envelope, bag or container
- Inform us by telephone if your child is ill
- Remember - if children need to leave school at other than the normal time then they must be collected by a responsible adult that is known to the school
- Note: there is a potential road safety problem at the school. There is no parking inside the school grounds for parents and parking outside is limited. Please leave your cars at home if possible and help to ease the congestion and make the entrance into school safer for the children. We appreciate your co-operation in this matter
- Help in school if you can, it is always appreciated. This could be assisting a teacher, working with children in a specific activity, helping with events or on trips (this will be subject to appropriate security clearance)

- Let your child come into school by themselves as much as possible - it encourages them to be independent and also eases congestion in the cloakrooms and corridors
- Read the school newsletter which informs parents of school events, diary dates and activities

### **Parents and guardians are always welcome in school.**

New parents must arrange a visit to school with their children prior to enrolment. Parents' meetings are held throughout the year to discuss children's progress. Parents who wish to discuss aspects of their child's education, progress or well being at any other time, should first contact school in order that a mutually suitable appointment can be arranged.

## **Inspection/Complaints Information**

Copies of the latest Ofsted reports are available to view on our website.

### **COMPLAINTS**

#### **1. Curriculum**

Parents should direct any complaints about the curriculum, in the first instance, to the class teacher, then the Key Stage Leader and then the Headteacher. If they are still unhappy, then the complaint should be directed to the Governors. If this does not resolve the situation the complaint can then go to the LA.

#### **2. Discrimination**

Complaints about discrimination follow the same procedure but, ultimately, can be taken to the Secretary of State for Education.

#### **3. Teaching Staff**

Complaints about members of the teaching staff should be made to the Headteacher.

#### **4. The Headteacher**

Complaints about the Headteacher should be referred to the Chair of Governors.

### **PARENTAL CONTACT WITH GOVERNORS**

Governors may be contacted via the school office.

*This information applies to admissions during the academic year 2015/2016 and was correct at the time of printing in Autumn, 2015. It should not be assumed*



that there will be no change affecting the relevant arrangements before the start of or during the school year or in relation to subsequent school years. Parents are welcome to come into school at any time and request to see a copy of the Prospectus. Our Website has a range of information regarding school life. Please visit it at [www.castlehill.org.uk](http://www.castlehill.org.uk). Policy Documents referred to in the Prospectus can be viewed through our website or a copy can be obtained from the school office.