



Astrea Academy Trust
INSPIRING BEYOND MEASURE



Castle Academy

2021- 2022



Prospectus

Station Road, Conisbrough, Doncaster, DN12 3DB.

Phone: (01709) 513010

E-mail: admin@astreacastle.org

www.astreacastle.org

Principal: Mrs Ann-Marie Mason

Assistant Principal: Miss C. Blagden



Dear Parents and Carers,

I am delighted that you have chosen Castle Academy for your child. We are a small and friendly family school who believe in giving your child the best possible education and care so that they make a successful start on their learning journey.

I hope that you find the information contained within this brochure useful but please contact me or your child's teacher if you have any questions or concerns.

I look forward to working with you.

Ann-Marie Mason

Executive Principal.





Contents

1. Our aims
2. The staff and governors
3. School routines
4. Meals & snacks
5. Uniform
6. Curriculum
7. Behaviour and our Golden Time strategy
8. Admissions
9. Attendance and holidays
10. Inclusion



Castle Academy



Enjoying Learning. Celebrating Achievement



Our Aims

- To provide a welcoming and supportive family atmosphere, based upon mutual respect and tolerance, where self-esteem is nurtured and children are encouraged to offer and express their opinions and where their achievements are celebrated
- To foster the moral and spiritual development of children through a sense of responsibility, co-operation, self-discipline, perseverance, a positive attitude to learning and concentration in all things
- To deliver a well planned, broad and balanced curriculum, ensuring continuity and progression, using first-hand experiences where possible in order to develop literate, numerate, caring thinkers and communicators
- To ensure that every child has equality of opportunity and the support to enable each to achieve her/his full potential
- To build an active partnership between all agencies involved in a child's education and well-being and encourage parental involvement at every level

We firmly believe that children are capable of, and willing to give, work of a very high standard. We expect such a standard from our children and feel confident that they will grow to expect the same from themselves during their time in Castle Academy.

We know parents want the best for their children and therefore anticipate that parents will be eager to attend open evenings to find out about their children's progress and to discuss targets for their future development.

Station Road, Conisbrough, Doncaster, DN12 3DB.

Phone: (01709) 513010

E-mail: admin@astreacastle.org

www.astreacastle.org



Castle Academy



Staff

Principal:

Ann-Marie Mason

Assistant Principal:

Claire Blagden (Inclusion Manager)

Class teachers:

Reception Claire Blagden / Rachael Bradley

Year 1 Holly Gelder

Year 2 Cathy Harrop / Rachael Bradley

Year 3 Tim Smith

Year 4 Gabrielle Westwood

Year 5/6 Laura Underwood / Julie Elsom

Year 6 Lyndsey Cope / Kay Kelly

Senior Teaching Assistants:

Amanda Hudspeth

Rachel Goodyear

Lisa White

Teaching Assistants:

Kelly Wilcox

Michelle Duffty

Abbie Cunningham

Abbie Courtney-Smith

Tania Holmes

Parent Support Advisor:

Marie Bond

Office Manager:

Jasmine Womack

Site Supervisor:

David Timmins

Governor's Transition

Management Board

Christine Fitt (Chair)

Ann-Marie Mason (Executive Principal)

Marie Bond (Parent Support Officer)

Jamie Gibbs

Holly Campbell

Peter Hudson

Rebecca Newton

Residential visit to France.





Castle Academy



School Routines

| | | |
|------------------|--------------|---------------------|
| Morning | All children | 8:40 -12:15 |
| Afternoon | All children | 13:15– 15:15 |

Please be aware that due to Covid 19 some timings/ routines will be different.

Your class teacher will update you on these.

- The bell will ring at 8.40am to mark the beginning of the school day.
- From 8am there is a Breakfast Club which operates on a daily basis. (currently not in operation).
- From the earliest opportunity we encourage you to give your child the responsibility and independence of coming into school alone. To enable this to happen, a member of staff is always on hand to help KS1 children. **We ask that you leave your child at the door after their first week in school**, so that they can learn to remove their own coat, hang up their things then walk into the classroom ready to start their day. They are well supervised in the corridors and porches so parents need not worry.
- Although teachers welcome parents calling into school to discuss their child's progress, they ask that you do this at the end of the day so that they can begin the lessons promptly at 8.40am. If you want to speak to me, I will do my very best to be available. If this is not possible at the time, I will arrange a time with you as soon as possible so that any queries can be answered. I always deal with any issue you raise with me.

Other Helpful Tips

- The hall floor, which is central to the school, is where we eat, have PE and sit for assembly. In poor weather we do not want children to sit in wet or dirty areas so we ask that children wipe their feet on entry to school. If weather is particularly bad, children may bring another pair of dry, clean shoes to wear indoors unless this is a Golden Time choice.
- Please encourage your child not to bring toys from home (unless they are for Golden Time.) Favourite bears may be difficult to leave at home at first, but toys are unnecessary and can actually hinder the process of making friends in the playground.
- Letters and information are sent out via the MyEd school app giving notice of events and activities. **Please check your child's bag regularly.**
- For your child's safety it is important to ensure that they understand the arrangements for the end of the day. If these alter, please ring as soon as possible so that we can relay your revised instructions.
- Please reinforce our message that:

if your child cannot find you at the end of the day, they should come back into school and tell an adult

This is by far the safest place should you be delayed.



Castle Academy



In June 2016 Castle Academy became part of the family of schools known as the Astrea Academy Trust. We share the following vision:



Astrea Value Partners

"Intelligence plus character - that is the goal of true education." - Martin Luther King, Jr.

The work of the Astrea Academy Trust is underpinned by five core Value Partners, which are applicable to pupils, staff and the work of the Trust itself.

Each pair of Value Partners is accompanied by a call for action in the form of a hashtag, which is used in verbal, digital and hard copy communications.

The Value Partners can be used as a measure of individual, school and Trust progress and as a guide to inform the direction of change.

- ◆ Responsibility and Leadership
- ◆ Enjoyment and Innovation
- ◆ Aspiration and Development
- ◆ Collaboration and Inclusion
- ◆ Honesty and Integrity

Skills and Qualities

- ◆ Resilience
- ◆ Empathy
- ◆ Aspiration
- ◆ Contribution
- ◆ Happiness

"Reach for the top of the tree and you may get to the first branch but reach for the stars and you'll get to the top of the tree' Lemn Sissay MBE

Responsibility and Leadership

Individuals in the Astrea community are accountable for their own decisions and actions and are supported by strong leaders, while trailblazers are encouraged to develop skills and talents in others. The Trust has a strong commitment to developing and nurturing our own leaders.

Aspiration and Development

Every member of the Astrea community, from the youngest pupil to the oldest member of staff, is encouraged to cultivate opportunities to grow. We achieve excellence by being inspired to become the best we can be. The progress and well-being of pupils is our top priority, at the centre of every decision.

Honesty and Integrity

We are honest and open. Astrea decisions and responses are grounded in time-honoured moral principles that remain constant in the face of challenges and change.

Enjoyment and Innovation

We know that everyone learns best when they enjoy what they do and are in a position to follow their innate desire to achieve. Astrea pushes boundaries so that pioneering ideas are tried and tested so that our academies remain leaders in the advancement of teaching and learning methods.

Collaboration and Inclusion

Astrea honours and applauds the differences that make us unique whilst actively seeking and celebrating the common ground that binds us together as a strong community. We work together in a productive environment where dynamic ideas are shared in partnership, so that every member of the community may thrive.



Meals & Snacks

School Dinners

- School's Catering Service provides the meals for our children. Dinners are pre-booked using Parentpay.
- Mealtimes are seen as part of the social experience for children and good manners are encouraged, along with polite, acceptable discussion in a pleasant atmosphere.
- We expect children to hold cutlery correctly and will encourage them to do so. Please help by teaching this at home

Please ensure that all payments are made via Parentpay, we are a cashless school however any agreed cash payments must arrive in an envelope or bag, clearly marked with the child's name and amount. Meals must be pre-purchased.

- Packed lunches are brought in lunchboxes. We would expect a packed lunch to contain healthy foods such as a sandwich, fruit and minimal sugary treats. They remain the responsibility of the children. If a lunch is forgotten, parents will be informed and it is their responsibility to ensure that their child's lunch is brought to school
- Due to allergies we request no nuts are brought into school. Please let us know of any dietary requirements.

Snacks

- Milk is available to all pupils for a charge. Please access the Coolmilk website or ask for a leaflet from the school office. Those children who are eligible for free meals are also entitled to free school milk.

As we are a 'Healthy School' children are not permitted to bring sweets to school.

- KS1 receive fruit as part of the government Five a Day campaign
- KS2 are welcome to bring fruit from home
- All children are encouraged to bring a water bottle especially in hot weather, we do not allow juice in water bottles.

Breakfast Club

Daily from 8:00 - 8:25 am

- £1.50 per day
- Milk/fruit juice
- Toast
- Cereal
- Beans on toast - Monday & Friday





Castle Academy



Uniform

We expect children to come to school suitably dressed and ready for a working day. With this in mind we have a code of dress, which is adopted by all children in this school.

It is essential that clothes are marked with your child's name so that they can be returned easily if misplaced.

The uniform is

A **red** sweatshirt or cardigan

- White polo shirt or white formal shirt
- Grey formal trousers/shorts/skirt or red gingham dress
- Grey/white socks or black/red/grey tights
- Formal black shoes, short boots or black trainers.

No opened toed sandals or ballet pumps please

Uniform can be purchased at

<https://myclothing.com/ueslink/6295.school>



and for PE

- A white T-shirt and black shorts
- Trainers
- Bobble for long hair.
- To be stored in a Gym Bag purchasable from school (the first one's free!)

For safety reasons, cycle shorts and those made of Lycra are not permitted.

Clothes and any items in good condition that no longer fit your child can be donated for resale at a nominal price





Behaviour

Our Golden Rules

At Castle Academy we speak kindly and politely to children and staff.

At Castle Academy we act kindly towards children and staff.

At Castle Academy we look after our learning environment.

At Castle Academy we enjoy our learning.

We want you as parents/ carers to know that your child is safe and happy in school. Please keep us well informed about any issues that affect your child's happiness so that we can work together to support them

Certificates and stickers are awarded for good work, behaviour, kindness or a step forward in some way. At all times we stress personal worth and we strive to value children's achievements and encourage them to value and praise each other's efforts.

Behaviour, which disrupts others, will not be accepted. Violent behaviour towards staff or other children, will not be tolerated.

In serious instances the Principal can apply the ultimate sanction of exclusion.



We have very high expectations regarding personal behaviour and anticipate that the same will be shared by the pupils of the school.

We believe that praise and encouragement are vital to the development of self-discipline, independence and

We hope that the atmosphere in school is open and welcoming so that any parents or children will tell us immediately if they feel they are experiencing any problems including bullying



Our Golden Time Strategy.

We operate a Golden Time strategy in school which encourages all children to make the correct choices which will allow everyone in school to be safe and learn.

You will see our traffic lights when you come into school. Below is a brief overview of how the system operates. Please come and talk to a member of staff if you are unsure

Each child has their name/ picture on a card that is attached to the green part of the traffic light display. All children start on green each day.



All children that end the day in the green zone will earn a maximum of 10 minutes Golden Time as an earned incentive for keeping the rules. If a child just misses out on this then teachers can use their judgement and award 5 minutes. We will visually record this each day with the children on the class spreadsheet.

If a child behaves in a way which is not part of the rules then the member of staff will remind the child of the rules. This gives the child a chance to think about their behaviour and make the choice to correct it.

If the child continues to behave in this way then this will result in their name being moved onto the amber part of the traffic light. At this point they are at risk of not earning Golden Time. We will expect them to try to return to the green zone by the end of the day by correcting their behaviour.

If the child continues to behave in this way then this will result in their name being moved onto the red part of the traffic light. If this happens then the child is referred to Mrs Mason. She will contact the child's parents either by phone or letter. Phone calls will always be followed up by a letter requesting support from the parent.

Serious incidents- e. g fighting, aggressive behaviour towards staff will result in the child immediately being placed on the red part of the traffic light. In very severe cases then a period of fixed term exclusion will be considered.



Castle Academy



Jewellery

The only jewellery permitted is

- a watch
- one pair of **stud** earrings

Staff cannot accept responsibility for losses or putting earrings in.

Earrings are **only** permitted if your child :

- is able to remove them for PE
- has recently had their ears pierced, parents may provide surgical tape to cover the earrings for a **maximum of six weeks**.
- School does not provide this tape.

The Leisure Centre specify that **no earrings are allowed during Y5 swimming**

If you wish your child to have pierced ears , please have it done in the summer holidays to allow the holes to heal ready for school in September.

Personal Possessions

Please

- Ensure all uniform and coats are marked with your child's name
- Discourage your child from bringing toys to school unless specifically asked for by the teacher to support learning
- In the **rare** event that a pupil has to have their phone for an event after school, then the phone should be switched off and handed in to the office immediately on arrival and collected from the office on departure.
- Children are **not permitted** to take personal photos on site.





Castle Academy



Admissions

If you are hoping that your child will be given a place at this school: -

You need to apply to the Local Authority in November, on a form either given to you at your nursery or posted to you by the Local Authority.

There will be a meeting at this school nearer to the end of the summer term to allow your child to meet with their new teacher.

If your child is older than FS2, please contact the school to discuss availability of places and the admissions procedure. If a place is available then please do come to look round school and let your child get a feel of the place before they actually start.

The school has no religious affiliation and follows the guidelines of the Doncaster Standing Advisory Committee on Religious Education. There is, as with all areas of the curriculum, a comprehensive policy for the teaching of Religious Education.

There is a daily assembly, which is seen as an opportunity to celebrate children's achievements, welcome visitors to talk to the children as well as a time to share stories from a range of traditions and religions. Much of the time in assemblies is spent building a community atmosphere and raising self-esteem.

Provision can be made for those parents who wish to exercise their right to withdraw their child from religious education and religious assemblies, though most assemblies follow a strong moral tone rather than a religious doctrine.

Schools in Doncaster do not hold waiting lists.

Places are awarded by the Local Authority according to the criteria published annually



Holidays

Term dates are published annually and are available on the school website. Requests for term time holidays should be submitted in writing **4 weeks** prior to the holiday. Holidays will be recorded as 'unauthorised' leave. If there are special circumstances you wish to be considered please advise us of these in writing

Attendance

It is expected that parents/ carers will be keen for their children to make the most of their education.

Poor punctuality or annual attendance below 97% is known to have a significant impact on a child's education. We aim to work in partnership with parents to ensure good attendance



Castle Academy



Absence

- We ask parents/ carers to provide the name, address and telephone numbers for us to contact in the event of illness or accident
- We annually request for an update of any contact details, however, ***if any details change let us know as soon as possible because children who are ill find it very distressing if we cannot contact you.***
- Many staff are trained in First Aid and will deal with minor injuries
- **If your child is ill, please let us know by telephone before 9 am on the first day of absence**

Medicines

- Children should only be sent to school if they are well. The school cannot administer medicine except in special circumstances. No medicine will be given without the authorisation of the Principal and completed consent forms.
- If it is necessary for children to take prescription medicines during the school day, parents should complete the forms supplied by school on request
- Send the medicine to school with clear written instructions on administration. Authorisation for staff to administer medicine on the parents' behalf will normally only be granted where medicine is required **4 times daily** or where a doctor has specified times of day on the prescription
- It is the parents/carers responsibility to dispose of unused medicine. Staff will not administer medicine which has passed its 'Best Before Date'
- Non-prescription medicines should **not be sent to school at all** unless the circumstances are exceptional and a full explanation is given by parents and permission is granted by the Principal.



Appointments

- Please try to make all appointments out of school time
- If your child needs to leave school during the day for any reason, please contact the school office
- In the interests of safety we will not allow children to leave school earlier than 3.15pm unless collected by a named adult





Inclusion

We welcome into the school those children who are experiencing difficulties, whether educational, social or behavioural, where their needs are addressed sympathetically and with understanding.

Children who are experiencing difficulty in Numeracy or Literacy, or who have statements of Special Educational Needs, or indeed those identified as showing exceptional specific or general ability, will receive additional support. Where appropriate, an individually tailored programme of support will be developed by the class teacher, Principal and any other agency involved in that child's development. As with all children in school, the fullest involvement of parents is encouraged.

The special educational needs policy is available in school for those parents who wish to read or discuss it.

Our school aims to be an inclusive school

- We actively seek to remove the barriers to learning and participation that can hinder or exclude individual or groups of pupils
- This means that equality of opportunity must be a reality for our children and to achieve this the whole school community must work together

Equality:

The school is founded on a belief that all children have the right to expect equal opportunities, regardless of gender, race, religion or disability. We respect the culture from which the children come and build and nurture those characteristics, which make them good citizens.

Children and adults are expected to treat each other in the way in which they wish to be treated themselves. Abuse is not tolerated, whether racial or otherwise. Racist or discriminatory language is never accepted – and is always challenged. Teachers incorporate diverse images of the many different people of the world into their teaching. We strive to identify and remove all practices, procedures and customs which are discriminatory and replace them with practices which are fair to all. All these things are continuously monitored, evaluated and reviewed to secure continuous improvement in all that we do in this school.

Racist incidents are reported to the Principal, challenged in every instance and reported to the LA. Our Equality policies are available on request.



As well as teaching FS2, Miss Blagden helps us to ensure our practice is inclusive and fair for all our pupils





Castle Academy



The Curriculum

Our aim is to deliver a well planned, broad and balanced curriculum, ensuring continuity and progression, using first-hand experiences where possible in order to develop literate, numerate, caring thinkers and communicators



Homework

Homework really helps your child to practise skills learnt during lesson time so we ask for your support in encouraging your child to complete and return their homework. Work set will be within your child's capabilities so they should not be asking for lots of help with this. We would appreciate you listening to your child read so that they can ask you the meaning of any tricky words.

We will be monitoring the homework of our upper KS 2 children (Years 4- 6) to make sure that this is completed.

All classes should be reading at least 4 times each week.

FS 2- Phonics sound sheets when they are introduced to the children and tricky words to read and spell.

Year 1 and 2- Weekly spelling and a Mathematics activity.

Years 3- 6 "TT Rock Stars" practice, weekly spellings and a Mathematics activity (arithmetic focus) and a grammar or reading comprehension activity.

Homework will be sent on a Thursday to be returned by the following Wednesday.

We follow the National Curriculum placing great emphasis on the development of literacy and numeracy skills. Lessons are a balance of class and group work and individual work. Emphasis is placed upon children acquiring the ability to work accurately and at speed.

Visits form an important part of our efforts to make school a lively and stimulating experience. Parental contributions enable the visits to run and without such financing your children's education would be poorer. We aim to do two of these for each year group every year. In Year 5 the curriculum is expanded to include swimming once each week and a residential visit.

As a 'Healthy School' we aim to develop children's understanding of a healthy lifestyle. As a result we provide a broad P.E. curriculum throughout school. It is essential that **every child has their full P.E. kit in school (see uniform list) everyday.**

Close co-operation is maintained with the school nurse and other health care professionals. Sex education is planned. Please see our Relationships and Sex Education policy. Questions are answered honestly, but at a level appropriate to the child's age and maturity. Older children take part in lessons about puberty, drug abuse, alcohol misuse and smoking which are covered at a level appropriate to the age of the children.

Parents are contacted prior to the teaching about puberty to ascertain whether they wish their child to be involved.



Pupil Safety



*Please park safely obeying the road markings
which are there to protect your children*



*Dogs are not permitted in the playground
The school and its grounds are a smoke free environment*

Safeguarding Statement: At this school, the health, safety and well-being of every child is our paramount concern. We listen to our pupils and take seriously what they tell us. Our aim is that children will enjoy their time as pupils in this school. We want to work in partnership with you to help your child to achieve their full potential and make a positive contribution.

To promote a safe environment for pupils, our selection and recruitment policy includes all checks on staff and regular volunteers' suitability, including Disclosure and Barring checks, as recommended by DMBC in accordance with current legislation.

In accordance with our responsibilities under section 175 of the Education Act 2002, the Principal and Vice Principal are the Designated Persons for Safeguarding.

On rare occasions our concern about a child may mean that we have to consult other agencies. Unless it is not safe for a child, we would always aim to achieve this with a parent's consent. The procedures, which we follow, have been laid down by the Local Safeguarding Children's Board, and the school has adopted a Child Protection Policy in line with this for the safety of all. If you want to know more about our procedures, please speak to the Principal.

Please refer to our school website for any specific guidance regarding Covid 19.

We aim to build an active partnership and ensure that every child has equality of opportunity and the support to achieve their full potential

*If you have any concerns related to the curriculum or your child, please
make an appointment to discuss them with the Principal*

*Details of the complaints procedure are available from school and on the website
www.castleacademy.org*