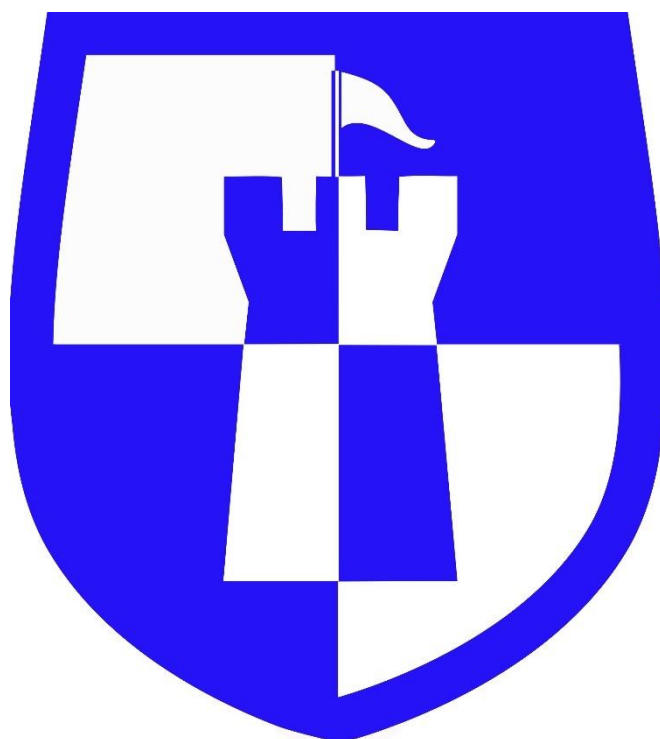


Castlecroft Primary School



PROSPECTUS

Castlecroft Primary School, Windmill Crescent,
Castlecroft, Wolverhampton, West Midlands WV3 8HS

Tel: 01902 556606

www.castlecroftprimaryschool.co.uk



We welcome you and your child to our school



**Mr A Dyall BA (Hons)
Headteacher**

**Mrs A Haffie-Hobday
Chair of Governors**

This document is intended to give parents an introduction to, and an overview of, Castlecroft Primary School and its policies and practices. Care is taken to ensure the accuracy of its contents, but the school does reserve the right to alter and improve aspects in line with changing policy and practice. You will find a great deal of further detail on our school website (www.castlecroftprimaryschool.co.uk) along with photographs and a tour of the school buildings. However, we feel that the best introduction to a school is a personal one and invite you to contact the Headteacher to arrange to meet him and view the school yourselves.

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'We are all different and we are all special'

Our School

Welcome to our school.

We believe that our school is part of the life of this community and that it belongs to the children who attend, their families and those who work in it.

We aim to work in partnership with our parents to help us to achieve the best possible outcomes for our pupils. We shall try to keep in touch with you regularly with all that is happening in school and we will be happy to hear from you with any enquiries or concerns that you may have. Hopefully we will often come together on our termly parents' evenings, concerts and productions, fund raising activities and on social occasions when we work together as a community to provide for the children.

School Aims

At Castlecroft Primary School we strive to do the best for our school community. We pride ourselves on our warm, welcoming ethos where everyone feels valued. 'Enjoy and achieve' is at the heart of our aims for our children; from their first days in our nursery to the day they leave us for secondary education, we aim to ensure that their primary years are enjoyable, stimulating, successful and safe and are a firm foundation to their lifelong learning. We have the highest expectations of ourselves and our children and we constantly hold ourselves to account supported by our governing body who is a strong critical friend.

Aims:

- To develop the knowledge, skills, strategies and resilience to enable our children to stay happy, active, healthy and safe.
- To provide a safe and stimulating environment in which to learn.
- To promote an ethos of inclusion that provides equality of opportunity in all aspects of school life.
- To provide an exciting, broad and balanced curriculum.
- To inspire a lifelong passion for learning.
- To strive for academic excellence by providing the highest quality teaching and learning experiences.
- To encourage each child to develop their strengths and talents to realize their full potential.
- To develop young people who are confident, independent learners with high self-esteem and high aspirations; who have experienced success and enjoyment at school.
- To provide the opportunities, responsibilities and experiences that enable children to feel part of wider society and to prepare them to make positive contributions as citizens of Modern Britain.
- To be a warm and welcoming school that encourages parents, carers and families to be partners in learning.



About our School

Castlecroft Primary School is a local authority school with a delegated budget. It is a one-form entry school that caters for children between the ages of three years and eleven years. We have particular provision for the teaching of visually impaired children. (An 8 place Resource Base) There are a total of 30 places available for entry into the Reception class with an additional 2 places for VI pupils.

The school is organised into three sections, each responsible for a particular age-range (Foundation Stage, Key Stage1 and Key Stage2 Departments). Children are organised into registration groups based on their age from Nursery through to Year 6. The Foundation Stage consists of Nursery and Reception, KS1 (the Infant Department) comprises of Years 1 and 2 and KS2 (the Junior Department) Year 3 to Year 6.

The attached Nursery accommodates fifty children on a part-time basis - twenty five children in the morning and twenty five in the afternoon. Both Nursery and Reception are equipped for both indoor and outdoor activities. All outdoor areas are supervised and secure.

School Admissions

Parents considering applying to the school can arrange a visit to view the school via the Office Manager - Miss K Smith.

The Headteacher – Mr A Dyall prefers to take parents around the school personally and maintains that to do this on a normal working day is by far the best way for you to get to know our school.

Children become eligible for Nursery soon after their third birthday as places become available. A meeting is held with parents in the term prior to their child starting Nursery. A visit to the Nursery for both parents and children follows this meeting.

There is only one admission per year to Reception and all children who will become 5 during the academic year from September to August start in our Reception class in September.

A meeting is held with parents in the term prior to their child starting school.

When applications for entrance exceed the places available the determination and selection of places is undertaken by the Local Education Authority, not the school.

School Hours

	Morning	Afternoon
Nursery	8.45-11.45	12.25-3.25
Infants	8.55-12.30	1.25-3.30
Juniors	8.55-12.30	1.25-3.30

The children are not to arrive at school before 8.45 am, after which time members of staff will be responsible for their supervision.

School Ethos, Behaviour and Pastoral Care

A friendly and welcoming task-centred school atmosphere forms the basis for an efficient learning environment. Happy and secure children achieve their potential much more readily. Thus, the pastoral care of the children is seen as a matter of vital importance. This area, therefore, is the concern of the Headteacher and all teachers and support staff.

We believe that your involvement in your child's educational development in school is important. Regular termly meetings between teachers and parents are arranged to discuss your child's progress. Every child receives an end of year report on their achievement and attainment that year. The staff as a whole are assisted in their work by the close links that are maintained between home and school.

Behaviour Policy

Every school has its own "ethos" or atmosphere and this is largely created by the sort of behaviour expected of the children and the way in which it is achieved. The children start to understand from the time they enter school what sort of behaviour is expected of them. We endeavour to create a caring family atmosphere in



which teaching and learning can take place in a safe and happy environment. This is taught collectively in assemblies where we look at the good deeds of other people and in the classroom where we praise the good deeds of the children themselves, and use these to compare with anti-social behaviour. The teacher guides the children in this by talking to them and giving a general example of concern and fairness and we expect the child to respect this authority. We also aim in our teaching plans to give the child the opportunity to develop the skill of self-discipline. By being given the opportunity to think and act from their own decisions, they learn how to act responsibly for themselves.

If action has to be taken against a pupil by the teacher or the Headteacher, it is usually done by withdrawing the child from the company of others whom he/she has offended. If there is persistent anti-social behaviour we will invite the parents to discuss the situation and we rely on your support in this.

The Behaviour Policy sets down the procedures designed to help with school discipline. They include:-

- i) An award system
- ii) A sanction system

It is standard practice for staff at Castlecroft to inform parents personally at the end of the day if there has been a specific problem with their child. Care is taken not to embarrass parents in front of other parents.



* A Good Work Assembly takes place every Friday. The whole school is in attendance. Each staff member chooses two or three examples of 'Good Work' showing either:
- high standards
- improvement
or - exceptional effort.
Each child showing their work receives a special certificate .

Code of Conduct

The School has a few important rules. These rules aim to make the children's life in school safe, happy and one which allows them to learn.

Our Special Rule

'Always treat others as you would like them to treat you.'

Our Playground Rule

'Kind Hands Kind feet Kind words'

Our Classroom Rules

Ready

Respectful

Honest

Safe

Through assemblies and class discussion. The children will explore what they need to do to be ready to learn; what does respectful behaviour look like; What do we mean by honesty and how can we make sure our classroom is a safe place to learn.

Pastoral Care

At Castlecroft we are concerned with the general welfare of the child. The most important people in this are the teaching team responsible for the class. These are the people who are with the child the most and knows him or her the best. They are the people who the child feels most comfortable with to talk about concerns of school life. The class teacher keeps a regular check of all aspects of the child's progress and we provide times when we can meet to discuss the children's work and any problems they may have.

Should difficulties arise in the child/teacher relationships, the Head and Senior teachers are there to support both, and the Local Authority provides helpful services.

Safeguarding and Child Protection Policy

The school has a responsibility to ensure children's welfare which may require cases to be referred to other, investigative agencies as a constructive measure. Mr A Dyall is our Designated Child Protection Lead

and Mrs Haffie-Hobday is the Governor with responsibility for Child Protection. We recognise our legal duty under s175 Education Act 2002 and the 1989 Children Act and takes seriously our responsibilities to protect and safeguard the interests of all children.

Equal Opportunities

* It is a fundamental part of the school ethos that we aim to ensure that each child will have access to all areas of the curriculum.

* All children, regardless of age, creed, gender, race or ability will be given the same opportunities and educational entitlement.

Equal Worth

* Where a child is perceived to have little or very low self-esteem we aim to develop their sense of self worth.

* At Castlecroft we work to encourage the children to recognise and accept that each of them is a very important part of the group, class and school.

* We aim at Castlecroft to provide children with a happy, sensitive and stable environment, whilst offering them stimulating and challenging opportunities.

Parents

* We aim to secure maximum participation by parents and carers to achieve partnership in education.

* Parents are encouraged to take an active role in the education of their child/ren irrespective of the child/ren's age.

* We work to enable parents to realise that they are an important resource and that their support is needed for the children to complete a home based programme of work.

* Many parents help in school during lessons, accompany us on visits and also help at events such as Fairs and Sports days.

* We also have an active PTA that works hard to raise funds for the school.

Parental Concerns

If there are any matters that you wish to discuss with the Headteacher or a member of the staff, please feel that you can come and see us and that you will be made welcome.

As you will appreciate, the teaching staff cannot leave their class during the working day. Please make an appointment, through the secretary, to see the Headteacher and if necessary, we can arrange for members of staff to see you at a mutually convenient time, preferably after 3.30 pm.

Monitoring progress

The children's achievements across the whole of our curriculum are continually assessed and monitored. The teachers monitor their progress in work and of their general attitude to their work, their personal skills, and their attitude to other children and their contribution to the life of the school.

We like to discuss these with the children. At the end of the year these assessments are brought together to give a whole 'picture' of the child which forms the basis of their annual report which is shared with parents.

Children are also encouraged to bring in evidence of out of school achievement in order to portray a fuller, more rounded, picture of themselves. Certificates are often shared in whole school assemblies.

Extra Curricular Activities

Activities beyond the school curriculum are important in helping children develop personal and social skills. For some children sport or music may be their chance to excel in something they are especially good at, and this helps to develop their self-confidence. The "team" aspect of a game is an opportunity to extend their social skills. After school clubs are run in Football, Netball, Cross



Country, Athletics, Art as well Cooking Club, Reading Club and Wild Tribe. It is perceived as strength of the school that staff are so willing to give of their time. Permission is required from parents before a child may take part in one of these activities.

School Events



School events make an important contribution to the development of the whole child. They build confidence, teach discipline and develop a sense of community. The children are encouraged to take part in special assemblies, concerts and musical productions with an audience of children, parents, governors and friends. We have high expectations of our children and each year we are impressed by their abilities and enthusiasm. Every child participates in the annual sports day during the summer term.

Educational Visits

Visits are made by the children in connection with the work they are doing in school. These may be day visits or residential. Examples of the sort of places we visit for a day are;

Black Country Museum, Kingswood, Wolverhampton and Birmingham Art Galleries, Wightwick Manor, Bantock Park, and the German Market in Birmingham.

We are proud of our programme of Residential visits.

These include:-

- Kingswood Nursery/Infant Centre for an overnight stay with our Year 2 children
- A 2 night/3 day visit to Dunfield House in Herefordshire with children from Year 4
- A 4 night/5 day visit to a centre in Great Britain with children from Year 6



Charging and Remissions Policy

The Governing Body has decided to follow Wolverhampton Local Authority's policy on charging and remissions. In principle this means that any contributions towards the cost of a school visit are of a voluntary nature and that no child will be treated differently whether or not parents have

made a contribution. If insufficient support is received, however, visits may have to be cancelled in which case money will be refunded to parents who have contributed towards the cost of a visit.

Out of School Hours Club

The Castlecroft Out of Hours Club opened in January 1999 and was run privately until February of 2006 when we, as a school, took over the running of it. This initiative is supported by the DFE enabling school age children to benefit from the experience of a safe, stimulating environment whilst supporting working parents. The Club operates both before and after school. Morning Session is 7.30am to 8.45am and Afternoon Session 3.30pm to 5.45pm. Both breakfast and tea are offered and have proved very popular.

The Club offers a wide range of activities for the children including indoor and outdoor games. All the activities are carefully supervised by qualified staff. There is a sessional charge which is payable at the end of each week. Please contact the school office to book a place for your child.

Castlecroft School Uniform

- GIRLS**
- navy tunic, skirt or 'tailored' trousers
 - navy sweatshirt/jumper/cardigan
 - navy and gold tie
 - white shirt or white polo shirt
 - black shoes
 - white socks/navy tights



- BOYS**
- grey trousers
 - navy sweatshirt/jumper
 - navy and gold tie
 - white shirt or white polo shirt
 - black shoes
 - grey/black/navy socks



SUMMER OPTIONS

GIRLS - blue and white cotton dress

BOYS - grey short trousers

P. E. UNIFORM

- Navy blue shorts
- T-shirt in house colours
- Slip on black pumps or trainers
- Track suit bottoms and top for outdoor PE in winter



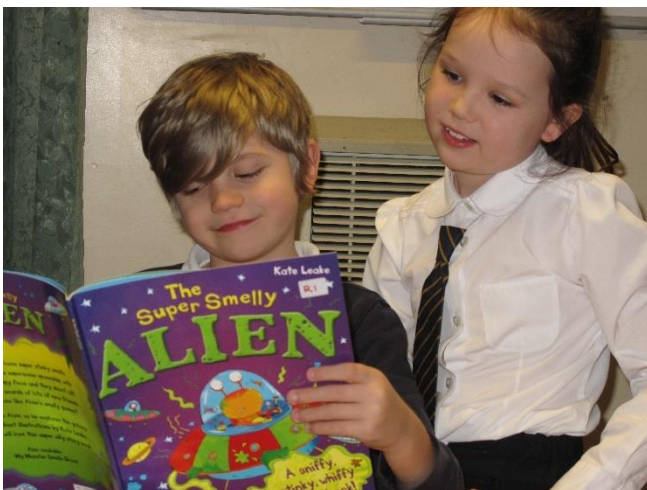
Some of the above items can be ordered through the school. Please ask in the school office for an order form.

We discourage the wearing of jewellery in school. This includes - bangles, bracelets, rings and all ear rings except for very simple studs. (Jewellery worn for religious reasons is an exception) If children have pierced ears, we ask them to wear studs and not sleepers for safety reasons.

No trainers are allowed as footwear in school and can only be worn for P.E. lessons or playing games at play times.

Please help us to cut down on lost property by clearly labelling all items of school clothing.

Curriculum, Organisation of Education and Teaching - Methods of the School



At Castlecroft we aim to provide a broad and balanced curriculum reflecting the National Curriculum and Foundation Stage which promote the spiritual, moral, cultural, mental and physical development of pupils at school and in society, thus, preparing pupils for the opportunities, responsibilities and experiences of secondary education leading to adult life.

The Foundation Stage, Infant and Junior departments all provide a co-operative approach to teaching, providing for a wide spectrum of individual abilities and needs. Teachers will sometimes teach the whole class, mixed ability groups or ability groups within the class. Special provision is made to integrate, both in terms of staffing and resources, for a limited number of children with visual impairments.

The Early Years Foundation Stage curriculum focuses on the distinct needs of children from birth to the end of the reception year in primary school.

The Early Years Foundation Stage has seven areas of learning and development.

These seven areas of learning and development are all important and interconnected but are divided into two sections.

There are three prime areas which are crucial for igniting children's curiosity and enthusiasm for learning. These are:

- Communication and language
- Physical development
- Personal, social and emotional development

In addition to these, there are four specific areas through which the prime areas are strengthened and applied, these are:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design



Each learning area has early learning goals. These set out the skills, understanding, knowledge and attitudes which it is hoped children will reach or exceed by the end of the Foundation Stage.

Children will be at different stages of progress towards these goals depending on their age and stage of development. Developmental steps describe children's typical progress towards these goals from birth to the end of the Foundation Stage.

The curriculum for children in Years 1 to 6 at Castlecroft has six main areas. The curriculum is implemented through an open-ended investigative approach leading

to skills of independent research and critical thinking. We have incorporated the National Curriculum requirements in our teaching. The six main areas are, for all children:-

- * English (including drama and MFL)
- * Mathematics
- * Investigations (Science/Design and Technology)
- * Study of people - History, Geography, R.E.,
- * Physical and Expressive - P.E, PSHE, Music, Art
- * Computing

The following cross curricular themes are integrated into the six areas above and also into our P.S.H.E. Policy (Personal, Social and Health Education)

Economic Understanding
Career Education and Guidance
Environmental Education
Health Education
Citizenship, including Moral Education
Modern British Values



All are undertaken in a manner appropriate to the primary aged child.



Considerable use is made of a carefully structured topic approach, with children exploring an area of learning in some depth over a period of weeks. Our topic approach frequently involves children in educational visits to a number of locations in order to provide first hand experience of subject matter.

Teaching Hours

Age	Hours per week
5-7	23.75
8-11	25.0

Special Educational Needs

We encourage the early identification of a child's specific needs and aim to provide the child with the most appropriate help available within school. The Inclusion Manager is Mr P Dimmock. The curriculum devised for the school ensures that pupils receive education according to their particular needs and abilities including both specific learning difficulties and exceptionally able.

At Castlecroft we have particular provision for the teaching of the visually impaired. Specially trained resources staff are available to modify and adapt any planned area of work to meet individual needs of such children. This, and the opportunity of using equipment like low vision aids, visualisers, laptops, Kindles, tablets, Braille machines, etc. enables visually impaired children to work alongside their peers in a fully integrated situation. Where necessary, individual programmes are developed, again closely linked to the main curriculum.

Care is taken to ensure that all our children with special needs are catered for in the delivery of the curriculum. Teaching groups are structured to help in this process. In addition, specialist teachers are employed part-time to provide additional help to a small number of children with specific learning difficulties. Support Plans are devised for each of these children. Parents and children are involved in the process of establishing targets. This is done at the Parent/Teacher Consultations and the targets are reviewed and revised regularly.

Access for children and adults with disabilities

Our site is fully accessible. Our admission policy makes provision for the inclusion of children with disabilities and our curriculum provides for their needs to ensure equality of access to the curriculum. Our particular expertise is in Visual Impairment, but we have successfully provided for children with a range of needs and can ensure full access to the curriculum and the life of the school by providing appropriate support and adaptations where necessary.

It is very important that all Parents/Carers inform us of any disabilities that either they or their children may have so that we can provide for all needs. We can assure you that all information will be dealt with in confidence. Our aim is to provide the very best access and provision for both you and your child.

Homework Policy

Homework plays an important part in the programme of work planned for our children. It begins with reading in Reception and builds up to include English and Maths activities which develop throughout the school until in the later years it includes more formal written work.

Our Aims of Homework

- *To raise standards
- *To involve parents in their children's learning
- *To encourage parental support and partnership
- *To extend and develop the work done within school
- *To raise parental awareness of the nature and content of the curriculum
- *To give the children the opportunity to develop organisational skills which will help them with homework at secondary school.



Daily reading at home is encouraged. There is a reading record which parents are invited to record comments in as they hear their child read. Every child is asked to do reading and spelling practice every day. A maths piece of homework is also set each week and this is Times Tables or number work.

We are fortunate at Castlecroft that we have a lot of parental support for our Homework Programme and we acknowledge the invaluable role played by the parents.

Parent/Teacher Consultations

Parent consultations are held in the Autumn and Spring Terms to review their child's progress. Parents are invited to look at children's work and then discuss progress with the class teacher.

In the Summer Term, after the Annual Report has been sent out, parents are invited to a Parent/teacher Consultation where they can visit other classrooms, meet their child's new teacher for September and also look at their child's work.

Sex and Relationships Education Policy (SRE)

The importance of sexual relationships in all our lives is such that sex education is a crucial part of preparing children for their lives now and in the future as adults and parents. In sex education, factual information about the physical aspects of sex, though important, is not more important than a consideration of the qualities of relationships in family life and of values, standards and the exercise of personal responsibility as they affect individuals in the community at large.

Sex education at Castlecroft is dealt with through our Personal Social and Health Education (PSHE) policy as an integral part of a programme of education for a healthy lifestyle at a level suitable to the child.

Our sex education policy was developed using national guidance and with the support of PSHE advisor. Parents, staff and governors have been consulted before the policy was adopted by school. Parents can withdraw their children from all or part of the sex education provided, except that which is required as part of National Curriculum science.

Drugs Education Policy

The school condones neither the misuse of drugs and alcohol by members of the school nor the illegal supply of these substances. The school is committed to the health and safety of its members and will take action to safeguard their well-being.

The school acknowledges the importance of its pastoral role in the welfare of young people and through the general ethos of the school, will seek to persuade pupils in need of support to come forward.

Religious Education and Collective Worship

We provide religious education and daily collective worship for all pupils and strive to promote their spiritual, moral and cultural development. The school is not affiliated to a specific religious denomination but has working contact with local churches.

The planning of our religious education is based on the agreed syllabus prepared by Wolverhampton LA which reflects the fact that religious tradition in the country are in the main Christian, whilst taking into account the teaching and practices of other principal religions. Details of the topics covered by children within their specific year groups are set out in the policy document for Religious Education.



Collective worship takes place on Monday to Friday in the hall. Nursery children join the Infants and Reception on Wednesday morning.

All parents have the right to withdraw their child from religious education and/or collective worship. The school continues to be responsible for the supervision of any child thus withdrawn.

Music

All children receive weekly music lessons. Children in Yr3 and 4 receive their music teaching from staff from Wolverhampton Music School. This is enhanced by curriculum workshops. Children in Years 3,4,5 and 6 have the opportunity to receive weekly music lessons from Wolverhampton Music School staff in the following instruments: violin, flute, clarinet, saxophone, cornet, trumpet and baritone. Parents are asked to pay a small amount towards the cost of the lessons and to purchase the music, strings and reeds. The music school staff select children after running a few aptitude tests in September. In addition to this we have a percussion teacher working with us on a weekly basis and giving tuition to 12 children





within Years 5 and 6. At the end of the summer term, all children taking instrumental lessons join together for a concert and perform group and solo pieces to friends and families. Following a thorough audit of our work in the Arts in 2008 we were accredited with an Artsmark Gold Award, a national award given to schools delivering exceptional provision in the arts.

Sport

Building on the innate desire that children have to play, they should experiment, refine and practice abilities and skills which can be used in purposeful planned activity in Physical Education lessons.

Sports development activities are designed to promote both the well-being and functioning of the individual as well as to develop their capacity to participate fully and effectively in team sports and activities. These developments are supported both in the curriculum, for two sessions per week, and in school clubs.



Castlecroft is fortunate to have its own playing field and separate playgrounds for the Nursery, Infant and Junior departments. Netball, football, tag rugby, hockey, swimming, gymnastics and athletics are some of the sports played at the school. School sports teams compete in leagues against neighbouring schools, in the town sports competition and children compete in the annual school sports afternoon.

Soccer 2000 runs a football club after school. The Friday Club is for children in all Years.



Silver Quality Mark 2014/15

Following a thorough audit of our Sports Provision, the school has been awarded a Platinum School Games award. Castlecroft was one of the first Primary Schools in the city to achieve this award.



Arrangements for making complaints about the curriculum

The Governing Body accepts the complaints procedure of Wolverhampton LA concerning the curriculum and religious worship. There are three levels at which a complaint can be considered:-

- i) Informal level at school.
- ii) Formal level to the Governors.
- iii) Formal level to the Local Authority.

It is expected that any complaints will be dealt with at level i) i.e. through informal discussion at school in the first instance with the class teacher then the Phase Leader and Headteacher. Procedures with regard to more formal levels can be ascertained through reference to documents at the school or from the Local Authority.

Pastoral Aspects of School Life

1. School Meals

Children staying for lunch have a choice of a school meal or a packed lunch. School meals are cooked on site and are of a very high standard offering a multi choice menu of well-balanced meals using fresh ingredients. A packed lunch may be brought from home and taken into the dining hall. A non-fizzy drink may also be brought provided it is in an unbreakable leak-proof container. It is advisable for all items to be contained within one labelled sandwich box.

Meals are **FREE** to all Infant children (reception to Year 2), through the Universal Free School Meal offer. Children in the Juniors need to pay for their meals unless they are eligible for Free School Meals. Parents of children in the Junior department wishing to apply for free school meals can do so through the school office. All enquiries are dealt with in the strictest confidence and the children are not made aware of who does and who does not pay for school lunches.

Dinners are paid for using our ParentPay system. Lunches are £2.80 each - £14.00 for the week. Please ask at the Office to find out how to register with ParentPay.

2. Milk

Children under five receive free school milk (Nursery children and some Reception children). Reception children will need to pay for milk the term after their 5th Birthday if they wish to do so. There will be a termly charge for this and the money should be sent to school in an envelope with the child's name and milk preference.

All other children in school will be able to choose milk as a drink with their lunch. There will be no charge for this.

3. Fruit

All children in Nursery, Reception, Years 1 and 2, receive free fruit on a daily basis through the Government Initiative. Junior children bring fruit in from home to have as a snack at break times.

4. Medical Care

During their school life children will have a number of medical examinations.

Reception Class: After one term in school a School Entry Health Assessment (SEHA) is conducted. A general medical examination is carried out by the School Nurse in the school.

Year Three: As above, and normally without the parent present. Written permission is obtained at the time the SEHA takes place.

At 6 years: Audiometric tests of hearing are carried out in school when children are in Year 1.

At 11 years Weight assessments before transfer to Secondary School.

5. First Aid

A large number of staff in school are fully qualified, certificated First Aiders. In addition, we have staff trained in First Aid at Work.

Minor injuries are treated in school. If your child receives a bump on the head you will always be informed in writing and often also by your child's class teacher at the end of the day. All accidents are recorded in an accident book.

If a child has a serious accident at school you will be contacted immediately. It is very important that we have a contact number for you and that we are notified of any change. You will be asked to inform us if your child has a recurring illness, medical condition or allergy when you complete our application form. It is very important that we are aware of any such conditions.

One of our First Aiders is in attendance on all school visits. (NB - the qualification is certificated and valid for 3 years)

6. Medicine

If your child has been prescribed medicine by a doctor which needs to be taken four times a day, then we will administer it. Please give the medicine to one of our First Aiders at the beginning of the school day and complete a consent form. (NB We can only administer medicines that are prescribed by the GP for 4 times a day. This does not include medication for conditions such as Asthma, Diabetics etc)

7. The School Nurse

The school nurse comes into school regularly. In addition to doing checks on children's height, weight and sight, she is available if you wish to discuss problems with her. She also helps with our Health Education programme. The dentist visits the school every year to examine all the children. Your consent is required for this examination and you will be advised if your child needs treatment.

8. Dental/Medical Appointments etc.

A note should be sent to the child's teacher concerning the date and time of appointment. Please call at the school office before collecting your child from the classroom.

9. Swimming

Swimming is an activity we encourage throughout the school with particular emphasis on the safety aspects. Parents will receive details of arrangements when their child's year group is to go swimming. At present, Year 6 pupils go swimming every week to Smestow School until half term of the Spring term. Year 5 then use the lesson time until half term of the Summer term when Year 6 resume their lessons.

10. Breakages and Damage

We would ask parents to make a contribution towards the cost of replacing any articles broken or damaged by their child.

11. Absences

The school holds the expectation that children arrive everyday on time unless they are ill.

Legislation introduced in September 2013 states that any application for Holiday (Now called Leave of Absence) can not be authorised unless the circumstances are exceptional. Leave of absence must be approved by the Headteacher in advance of leave being taken. A leave of absence form is available from the school office.

If your child is absent from school, please inform the school of the reason for the absence. This can be done by telephone, letter or personal visit.

Absences for visits to clinic, doctors or dentists are of course permissible but parents must collect children from school - they will not be allowed to leave school on their own.

Parking

If you bring your child to school by car, for safety reasons we ask you not to park in the school grounds as this is reserved for taxis bringing our VI pupils to and from school.

Please park on the road in a considerate way making sure that local resident's drives are not blocked and traffic can still flow

Castlecroft School Parents and Teachers Association (PTA)

We are very fortunate to have an active Parents' Group at Castlecroft. The Group has run a programme of social and fundraising events throughout the year. They are always keen to welcome new members! The aim of the group is to help the school in practical ways. A full calendar of social, educational and fund raising events is arranged. All parents are invited to attend its functions. Letters are sent home informing you of these meetings. Their main aim is to raise funds to purchase equipment and materials which will enhance the learning experience and environment of our pupils. Previous successful projects include the purchase of 20 Ipad's for the children to use to support their learning; funding towards the cost of a new reading scheme in school; funding playground equipment for our Infant Playground and Junior Playground; funding new sports kits for our teams that represent school.



Castlecroft Staff

Reg Group	No	VI	Teacher
Year 6	33	0	Mr E Beddall
Year 5	34	1	Miss K Cox
Year 4	32	1	Miss P Champion
Year 3	32	0	Mrs D Jones
Year 2	31	0	Mrs R Russell and Mrs L Shaw
Year 1	28	0	Miss K MacFarland
Reception	30	0	Mrs D Wales and Mrs R Timmins
Nursery	55	0	Miss C Weston and Mrs L Wallace

Part-time Teachers Mr J Morgan – PE/PPA Support
Mrs J Bradbury –Foreign Languages teacher to
Years 1, 2, 3, 4, 5 + 6

Headteacher - Mr A Dyall
Deputy Headteacher - Mrs S Birbeck Simpson
Inclusion Manager - Mr P Dimmock
KS2 Phase Leader - Mrs S Birbeck Simpson
KS1 Phase Leader - Mrs R Russell
Foundation Stage Leader (Nursery and Reception) Mrs Wales
Designated safeguarding lead – Mr A Dyall
Safeguarding Lead TA – Mrs J Sturmey
SEND Lead TA- Miss K Peakman
Reading intervention TA – Miss L Feeney

Teaching assistants: VI Mrs A Dawson (Lead VI TA)
Mrs G Howe

HLTA Foundation Stage: Miss A Rose

Teaching Assistants Mrs H Lea – Nursery
Miss A Rose
Mrs J Mills
Miss C Wall
Miss E Majhu
Miss G Griffiths
Ms M Di Vincenzo

Mrs O Poilblanc
Mrs A Khalil

SEN Support – Mrs J Bishton
SEN Support – Mrs J Aboodeh
SEN Support – Mrs J Sturmeay
SEN Support – Miss N Patrick
SEN Support – Miss L Smith
SEN Support – Miss C Cooper
SEN Support – Miss S Roeton
SEN Support – Miss F Mills

Office Manager	Miss K Smith
Secretary	Mrs V Jones
Caretaker	Mr T Bird
Display Technician and Librarian -	Mrs H Dutton
Senior midday supervisor	Mrs P Whitehouse
Midday supervisors	Miss N Patrick
	Mrs Johnson
	Miss L Smith
	Mrs Williams
	Mrs H Pearce
	Mrs Finlayson-Palmer
	Mrs C Clinton
	Miss F Mills
	Miss A Hill

ICT Technical Team - Concerro

Wolverhampton Music School Support

Mrs J Barnett	-	violin
Mrs C Lakin	-	woodwind
Mr J Borland	-	brass
Mr D Clark	-	percussion

Governing Body Membership – September 2023

Chair of Governors	Mrs Haffie-Hobday Co-opted Governor
Vice Chair of Governors	Mrs Tracey Chappell Co-opted Governor
Mr K Rogers	LA Governor
Mrs G Bladon	Co-opted Governor
Mrs M Clark	Parent Governor

Mr R Stanley
Mrs K Brookes
Miss S Rhodes
Miss K MacFarland
Mrs S Birbeck Simpson
Mr A Dyall

Co-opted Governor
Parent Governor
Parent Governor
Teacher Governor
Associate Governor
Headteacher – Governor

