



# CASTLETOWN PRIMARY SCHOOL



- Caring
- Achieving
- Strive for excellence
- Tolerance
- Lifelong learners
- Enjoy
- To encourage diversity
- Opportunity
- Welcomed and valued
- Nurture

*The following information for parents comes from our school prospectus.*

## Introduction

Welcome to Castletown Primary School. This booklet is designed to give you some information about the school, which should be of help to those choosing a school and also to parents whose children already attend the school. This information is also designed to inform the wider community.

## Vision Statement

Castletown Community Primary School is a special place where every child, every achievement and every moment matters.

Within a happy, safe and caring environment we celebrate individuality and promote tolerance and mutual respect.

Working in partnership with families and the wider community, we aim to promote an understanding of the value of a good education leading to aspirational, lifelong learners in an ever changing society.

## School Times

<b>Foundation Stage</b>	<b>Nursery</b>	8.30am – 11.30am	12.15pm – 3.10pm
	<b>Reception</b>	8.50am – 3.10pm	
<b>Key Stage 1</b>	8.50am – 12.15pm		
	1.15pm – 3.15pm		
<b>Key Stage 2</b>	8.50am – 12 noon		
	12.55pm – 3.15		

**All children should be on the yard by 8.50am.** Children arriving late often become upset at having to come through the main entrance rather than their own class door. Foundation Stage and KS1 children will only be released at the end of the day into the care of a responsible adult who has been identified by the parent to the class teacher.

### Attendance

In the case of pupil illness, please contact the school before 8.50am on the first day of absence. All parents of pupils whose attendance falls below 93% in any one term will be contacted by the Head Teacher. Where there is a pattern of poor attendance, the school will follow the procedures laid down by the local authority.

We would also appreciate appointments being made out of school time as much as possible. If this is unavoidable then we do need to see an appointment card to confirm your child's absence.

### Child Protection

We would like to make parents aware that the school will take any reasonable action to ensure the safety of its pupils. In cases where we have reason to be concerned that a pupil may be subject to ill treatment, neglect or other forms of abuse i.e. emotional or physical, staff have a duty to follow the Sunderland Safeguarding Children Board and inform Social Services of their concern.

### Contact Details

It is imperative that school holds up to date information about parent contact details. Please make sure you inform school immediately if there is a change of address or phone number.

### Extended Provision

Castletown Primary School offers extended hours childcare provision of a Breakfast Club and an Ofsted affiliated Out of School Club during term time only.

**Breakfast club** begins at 7.45am every morning. The cost of a session is £1.00 and includes a healthy breakfast of fruit juice, cereal, toast and either scrambled egg, beans or spaghetti, yoghurt and fresh fruit. There are a number of activities for children to enjoy including art, craft and creative play in a lively and stimulating atmosphere.

**Out of School Club** begins at 3.15pm and ends at 5.45pm. Children from Reception upwards can access the provision. The club is not open to Nursery aged pupils. There is a wide range of exciting activities to suit all children. Places are limited to 24 on a first come first served basis. The cost of a session is as follows:

**£1.50 every half hour or part thereof per child until 5.45pm.**

**This price includes a healthy snack and drink.**

### Disability Provision

At Castletown Primary we are committed to establishing and promoting equality for all students, their parents, staff and other users of the school. This is reflected in our school aims, which state we wish to:

- Develop moral values and an awareness of other people and other cultures.
- Promote understanding and tolerance of race, religion, culture and language, including for ourselves and others.
- Provide an inclusive learning environment with equality of opportunity for all.
- The Disability Discrimination Act (2006) requires us to have due regard to the following duties in all that we do.
- Promote equality of opportunity between disabled and able bodied people.
- Eliminate discrimination that is unlawful under the Disability Discrimination Act 1995.
- Eliminate disability related harassment.
- Promote positive attitudes towards disabled people.
- Promote positive attitudes towards disabled people.
- Encourage participation by disabled people in public life.
- Take steps to meet disabled people's needs, even if this requires more favourable treatment.

### Homework

All children take reading books home each day and we would ask that parents support their children by hearing them read for a short period of time every night. We appreciate the support of parents with any homework sent home and ask parents of KS2 pupils to sign their child's homework diary each week to indicate that homework has been completed.

### Jewellery

Governors have adopted the policy that no jewellery, other than a wristwatch is allowed to be worn in school by pupils. Please note if you wish your child to have their ears pierced, please do so at the beginning of the summer holidays so that ear-rings can be removed before the start of the autumn term. Any child whose ears are pierced during school time must have the earrings covered for the first six weeks then earrings should be removed before coming to school. P E activities cannot be undertaken whilst children are wearing earrings.

### Lunches

School meals are provided at a cost of £9.50 per week. All children in Reception, Year 1 and Year 2 are entitled to a free school meal.

Dinner money should be brought into school on a Monday morning in a sealed envelope clearly showing your child's name class and the amount.

Packed lunches should be brought into school with your child first thing in the morning.

### Medication

Only prescribed medication that needs to be administered four times a day will be accepted in school. If your child requires any medication then please call in to the school office where you will be asked to complete a permission form.

### Parking

The car park is a very busy and potentially dangerous place. Please ensure that you only park in designated bays. School gates are closed between 3.05pm and 3.25pm at the end of the school day.

### Holidays

Governors have agreed as from January 2011 that no holidays taken during term time will be authorised any leave of absence in term time for family holidays will be unauthorised and will show accordingly on your child's attendance record.

### School Uniform

Uniform can be ordered through the school office.

<b>Foundation Stage</b>	White Polo shirt	Red Sweatshirt/Cardigan	Grey/Black Skirt /Trousers/Shorts
<b>Main School</b>	Blue Polo shirt	Royal Sweatshirt/Cardigan	Grey/Black Skirt/Trousers/Shorts
<b>P.E. uniform</b>	Blue shorts	White T-Shirt Football strips are not acceptable for P.E. lessons	
<b>Indoor Shoes</b>	All children should have a pair of black plimsolls for indoor wear		

**Please mark all items of clothing with the child's name**

### Hairstyles

We would request that haircuts/styles are appropriate for school. No coloured hair, shaved heads or elaborate 'markings' are deemed suitable.