



Welcome to Castledon School

On behalf of the pupils, staff and governors I would like to welcome you to Castledon School.

Castledon is a school that actively promotes mutual respect for everyone both in school and in the wider community. We expect high standards of behaviour and work. Pupils are encouraged to make a full contribution to their education and the life of the school. We want everyone to strive towards their personal potential.

At Castledon, we place great importance in the partnership between school and home. We believe that it is vital to have an open, honest and mutually supportive relationship with parents and carers, working together to achieve what is best for our children and young people.

I hope this prospectus will give you useful information about our school but, if there are any questions you would like to ask, please feel free to visit and talk to any of us here.

Best wishes

Philippa Holliday
Principal

School's Core Purpose

Learn to Live

We are here to help our young people develop and maximize their life chances, impacting positively on themselves, their families and the wider community

- To provide a curriculum that is broad, balanced and appropriate.
- To provide pupils with the skills to learn at their own individual level and realise their potential.
- To promote independence.
- To have tolerance and consideration for others
- To provide an environment where pupils can take risks and develop good self esteem.
- To provide pupils with the skills to take their place in the community and become citizens of the future.



Introduction

Castledon School first opened its doors to pupils with special needs in 1969. Since then young people have been able to enjoy the special atmosphere that exists within the school and to take advantage of the educational opportunities the school is able to provide.

The school is designated a Yr1 – Yr11 (KS1 – KS4), mixed day school. The school is committed to providing the means for children and young people to achieve their fullest potential within the school setting and within its local educational community. We currently take children who have a “Statement of Special Educational Needs”, have a moderate learning difficulty and other complex needs, within the S.E.N. criteria. The school is working beyond its physical boundaries, providing help and resources to those children whose mainstream placement is in need of support. The present L.A. allocation of places at the school is 144.

Castledon is pleasantly situated in a quiet residential area of Wickford. It has a large area of playing field, a tarmac playing area and two sets of custom designed adventure play apparatus built onto safety surfacing. Adjacent to the field and buildings is the School Garden Centre.

The school also has its own 16 metre indoor swimming pool, which enables all pupils to enjoy swimming lessons from fully qualified staff.

The main school buildings have an administration area, twelve class bases as well as specialist areas for lifeskills, gardening and practical work eg decorating. There is an Assembly/Dining Hall, Communications room, Training centre, Lifeskills base and a Library.

School Uniform



All pupils are expected to wear school uniform.

Primary will require an outdoor coat and wellies as they are outside most days regardless of the weather.

KS1

For boys this consists of grey trousers, plain white polo shirt, plain royal blue sweater/sweat shirt or fleece with or without school logo, plain black shoes. Girls should wear a grey skirt, grey trousers, plain white blouse/polo shirt, and a plain royal blue sweater/sweat shirt or fleece with or without school logo, plain flat black shoes.

KS2

For boys this consists of grey trousers, plain white polo shirt, plain royal blue sweater/sweat shirt or fleece with or without school logo, plain black shoes. Girls should wear a grey skirt or, grey trousers, plain white blouse/polo shirt and a plain royal blue sweater/sweat shirt or fleece with or without school logo, plain flat black shoes.

Secondary

For boys this consists of grey trousers, plain white shirt/polo shirt, black blazer or plain royal blue sweater/sweat shirt with or without school logo, plain black shoes. Girls should wear grey skirt or

grey trousers, plain white blouse/shirt/polo shirt, a black blazer or plain royal blue sweater/sweat shirt with or without school logo, plain flat black shoes.

School uniform, with the school logo embroidered on, can be purchased through Emblem Group, 18 The Broadway, Wickford. Telephone: 01268 768797 or via www.emblem-group.co.uk. Plain items can be purchased from most supermarkets and many high street clothes stores.

All items should be clearly named.

Hoodies and tops of any other colour are not acceptable.

P.E. Kit

The school P.E. kit consists of: pale blue top, black/navy shorts or jogging bottoms and trainers or plimsolls. All pupils are expected to wear PE kit to ensure they are able to fully participate in activities. PE kit will be sent home at the end of each half term for washing, and needs to be returned at the start of the new half term. Swimming kit (costume and towel) is to be sent in on a Monday ready for their lesson during the week.



Swimming

At Castledon we have our own modern, fully equipped indoor swimming pool. Our fully qualified teacher of swimming provides all our pupils with instructions throughout the week. This is an important part of the Physical Education programme at Castledon and all pupils are expected to take part.

Equipment

Primary

In primary school (years 1 to 5) pupils should have the following equipment:

- A named bag for school equipment to transfer reading and home/school books each day (which school supply)
- A named PE bag with blue/black shorts, blue PE shirt, trainers/plimsolls all named. This is to be left in school at the start of each half term. We will return it home for washing at the end of the half term unless it gets dirty or no longer fits
- A named water bottle to bring in each Monday and we will return for washing each Friday

Middle /Secondary

In middle and upper school (years 6 to 11) pupils should have the following equipment:

- A named bag for school equipment to transfer reading and home/school books each day (which school supply)
- A named pencil case with pen, pencil, rubber, 15cm ruler, sharpener, coloured pencils
- A named PE bag with blue/black shorts, blue PE shirt, trainers/plimsolls all named. This is to be left in school at the start of each half term. We will return it home for washing at the end of the half term unless it gets dirty or no longer fits
- A named water bottle to bring in each Monday and we will return for washing each Friday

School Day

Pupils should not enter the school grounds or premises before 8.45am

| | |
|---------|---|
| 8.45am | Morning session begins |
| 12.30pm | Lunch |
| 1.30pm | Afternoon session begins |
| 3.05pm | Lessons end (Mon to Thurs) |
| 3.10pm | End of school day & pupils leave (Mon to Thurs) |
| 2.10pm | Lessons end (Fri) |
| 2.10pm | Parental Pick-up (Friday only) |
| 2.15pm | Taxis Leave (Friday only) |

School Rules

We try to have a minimum number of essential school rules. At all times we aim to be fair and consistent but rely on the co-operation of parents to support us in our expectation that:

- School uniform is worn.
- Pupils will not wear make-up.
- Pupils will only wear a watch or a single, small sleeper or stud earring as jewellery.

Pupils will not bring any of the following into the school or grounds: sharp or pointed objects, cigarettes, matches, lighters, or any object or material that may be considered a risk to the safety or welfare of others. . The school also recommends the following items are not brought into school: disc player, iPod, mobile phones, electronic games etc. Please be aware that in the event of any of the above items are brought into school and cause disruption to learning or behaviour, the school will reserve the right to place the item in safe keeping and inform the pupil's parent or guardian. We advise that these items are not brought into school as the school can not be responsible if any personal items get lost or damaged.

School Meals

The school has its own, on site kitchen, which prepares hot meals for pupils. There is a four week rotation of menu with two choices each day, including vegetables or salad to ensure a healthy balanced diet which is available to view on the school website. We are committed to ensuring that the pupils receive the best possible food in their school meals. The kitchen staff buy their fresh fruit and vegetables from a supplier and their meat from a local catering wholesaler. We do not use processed foods. Parents may take advantage of this facility by paying for their child's meal on either a daily or weekly basis. Parents have the choice to provide their child with a packed lunch. We encourage parents to provide a healthy nutritious packed lunch and enclose current Essex guidelines along with the prospectus. Parents of pupils eligible for free school meals should inform the Finance Assistant of any changes in circumstances. We have a whole school food policy which is available on request.

We send out dinner menus each week which need to be returned to school by Friday mornings at 9.00am. If these are not received for a child they will automatically be put down for a packed lunch if they are not in receipt of free school meals. If they have not brought a packed lunch with them then they will be given a hot meal as this is our emergency dinner. If they are in receipt of free school meals they will automatically be put down for hot meal.

Packed Lunches

We do ask for parents' co-operation in ensuring that a balanced, nutritious lunch is provided for children who have a packed lunch and that you only provide 1 small size treat. **One rule we have is that fizzy drinks are**

not allowed. Storage space for lunch boxes is limited and lunch boxes should be marked with your child's name and class.

Healthy Eating & Drinking

- A daily carton of milk (semi-skimmed) is available for the primary children during snack time through Cool Milk. The cost is 26p per day. Reception pupils up to the age of 5 Yrs can get this free but will need to be registered. To register your child visit www.coolmilk.com/contact_us_form.
- They may also bring into school a small bottle of water, which they can keep in the classroom.

Tuck Shop/ Snack Break

There is an opportunity for the secondary pupils to buy buttered toast at breaktime, this is available for 10p a slice. In primary pupils have a daily snack break which consists of fruit/vegetables. All primary school parents are asked to contribute 75p per week towards snack which they have everyday before playtime.



Our Curriculum

Castledon is an all age school which has both Primary and Secondary sections. The Primary Department has classes at Key Stage 1 & 2, for pupils from Reception through to Year 6.

Pupils are taught through the National Curriculum at a level appropriate to their individual needs and age. Considerable emphasis is placed on the development of communication, social and independence skills. All pupils in the Primary Department are included in both Literacy & Maths.

The Secondary part of the school consists of Key Stage 3 pupils in Years 7, 8 & 9 and Key Stage 4 pupils in Years 10 & 11. Secondary aged pupils are taught in ability groups.

In Years 10 & 11, particular emphasis is placed on preparing pupils for independent adult life. All students have the opportunity to take part in Work Experience. They can also participate in adventurous and challenging outdoor activities and some pupils can work towards their Duke of Edinburgh Bronze Award.

Our students also work towards qualifications in functional skills, vocational skills and Lifeskills development. All these courses support our ethos that we are helping all our pupils to gain the skills that they require to live in the real world and be as independent as possible. For pupils where another course is appropriate, that we do not offer, and it is felt by parents and the school that a pupil would cope working in a different setting independently, we have very good links with our local mainstream schools.



Careers & Work Experience

Careers education is an integral part of school life for all pupils in Years 10 to 11. As well as forming part of the Life Skills curriculum the students participate in the Employability Charter, gaining recognition for their achievements and constructing a CV which they can share with employers. All students undertake a two week work experience whilst in Key Stage 4, involving placements outside of the school setting to

further develop their understanding and skills for working life. A representative from Transitions Pathways is available to talk to students and parents or carers to discuss their options post-16.

Religious Education & Collective Worship

At Castledon, we believe that Religious Education can contribute to pupils learning about the great religions of the World, to develop respect and tolerance for believers in any faith and to recognise the importance religion has in the lives of many people.

We believe that this encourages and enhances the spiritual, moral, social and cultural development of pupils. Parents are welcome to view our scheme of work which follows the approved Essex Agreed Syllabus.

Collective Worship is held as a whole school on Monday and Friday mornings. Primary & Secondary Departments also hold their own assemblies on Wednesday and Thursday mornings respectively, including some special assemblies for parents to attend. These are broadly but not exclusively Christian in nature and may include a variety of outside speakers. Friday assemblies celebrate the achievements of individual pupils and birthdays. Further information on dates and times can be obtained by viewing the school website.

Sex Education

Our sex education programme which has been approved & ratified by the Governing Body, is not taught in isolation but within the context of personal development dealing with many aspects of growing up. The 1993 Education Act requires that Sex Education be provided as part of the National Curriculum & taught with due regard to moral considerations & an emphasis placed on the value & importance of family life.

Parents have the right to withdraw their children from Sex Education. They are welcome to discuss policy matters in this area, view teaching materials and policy documents by arrangement and discussion with the Principal. We have a sex education policy which is available on request.

Castledon Healthy Schools

The Healthy School Working Party has been meeting since September 2012 and is made up of staff, children's representatives, parent representatives and a member of the Governing Body. The working party promotes 'health' in the broadest sense through the school. We are proud that in 2008 the school gained Healthy School Status and was re-accredited in 2012. The working party is keen to ensure that its work is driven by the need of our children and young people and the context we are in.

The Working Party started its work by consulting the school community on health and wellbeing in school - this involved pupils, parents, governors and staff talking together.

To enhance our healthy schools status, we are now focusing on giving children and young people a voice through the School Council to develop communication, interaction and promote self esteem.

During lunchtimes there are a variety of clubs for the children to attend including:

Running Club, Gardening Club, ICT Club, Football Club, Cooking Club, Art Club to name but a few.....

Homework

Pupils take home a curriculum newsletter termly which includes suggestions for tasks at home to support their learning in each subject area. We actively encourage all of our pupils to read as this

lifeskills is paramount to helping pupils access independent living and post 16 courses. Primary pupils can take home reading materials.

Curriculum Complaints

In accordance with the 1988 Educational Act (Section 23) complaints about the Curriculum and related matters should be made in the first instance to the Principal. Full details of the Complaints Procedure are available from the school.

Positive Behaviour

At Castledon we believe that pupils learn best when they are in a safe and happy environment. We are in no doubt that such an environment is fundamental to learning, progress and positive personal development. We encourage pupils to respect the feelings of all other members of the school community and behave in a manner which does not bring themselves or the school into disrepute. We have a behaviour for learning policy which is available on request. We endeavour to keep parents/carers informed when concerns arise as well as of the frequent celebrations of success throughout the year. As a school we are committed to ensuring the safety of all pupils and have a child protection policy in place, which all staff are committed to.

Social Media

All of the schools in Wickford work very closely together. We meet regularly and discuss issues of common interest and develop plans and projects to continually improve the learning experiences of Wickford children and young people. We have a common concern around social networking sites and the impact that these can have across the town and on individual schools. We have a shared protocol and policy on dealing with these issues as stated below. Whilst we recognise that the vast majority of parents will never be involved in any defamatory conversations it is important that everyone is aware of the following as all schools now have a shared approach to this issue and a shared duty of care to the staff, parents and pupils in our schools. We urge you not to make personal comments about children and families that could be damaging to the well-being of members of our school community.

We agreed:

That we would follow the age related guidance regarding social networking sites and where these are clearly being ignored the Principal/ Headteachers would share this information with the site concerned. (Please note: A child must be 13 to be eligible to sign up for Facebook. The age is higher for a number of other sites.)

Where individual schools are named on sites in a defamatory way or staff are named and discussed the school will take action up to and including legal action.

Any behaviour from adult or child which may be regarded in law as harassment or bullying will be referred to the police.

The names of parents who have been involved in defamatory discussions about schools or staff will be shared between schools. Staff work with colleagues from other schools and will alert them to any issues that they feel may be defamatory.

Principals will discuss any incidents reported to them with the parent or child concerned. It will be up to individual Principals/ Headteachers as to the action taken but this may include a written response to be kept on the child's file, a ban from the school premises, a referral to the police or legal action involving the schools' legal representatives.

Principals/ Headteachers and Governors in Wickford schools are extremely grateful for the excellent support that they receive from the vast majority of parents and know that the success of our schools is in large part due to the excellent level of support from our families. We know that some parents and children have had issues with these sites also and will welcome our strong stance.

As always, parents can speak to the staff at Castledon if they have any concerns regarding this.

Visits & Trips

Throughout the school year, staff organise a wide variety of educational trips & visits. These are a very important part of what the school offers. We encourage all pupils to participate in these trips and visits because we know that they enhance the academic education of pupils and they can make a priceless contribution to their social and personal development. You will be informed when these trips are happening. If a learning experience is outside of school hours or a residential you will be asked to give your consent.



We invite parents & guardians to make a voluntary contribution towards the cost of trips but no pupil is ever disqualified from taking part in an educational visit in school hours because of financial reasons. However, it has been agreed by the Governors that parents will be required to pay for after school hours and residential trips.

Medical Matters

For the well being of our pupils, it is essential that parents keep us informed of any medical matters concerning their child. We have staff experienced in dealing with first aid and many of the familiar childhood medical conditions but we need to be aware of any potential problems, including medical conditions or medication normally only of concern at home. Should pupils require medication to be administered during the school day, parents/carers should communicate fully with the school medical room staff. **We ask for up to date contact details – home & mobile numbers at all times.**

Accessibility

Our site is all on one level and has been adapted to ensure that wheelchair users can get in and out of all rooms. Wheelchair users are also able to use the school swimming pool where a hoist is supplied to support any young people. Our resources and approach to learning is adapted to meet the individual needs identified on pupils' statements, other professionals such as occupational therapists and hearing impaired specialists support where needed.

Keeping in Touch

Partnership between home & school is a foundation of success. We believe that it is vital for school & parents to work together to achieve the very best for our children. During any one school year you will be invited to your child's Annual Review, an Open Evening once a term and, in the summer term, you will receive an Annual Report on your child's progress. We also send home updates once a term as well as giving all parents a curriculum newsletter, to inform parents of the topics their son/daughter will be covering that term. E-mails are used for communication throughout the school. These are for communication between school and home and/or respite. Class Teachers will write messages of importance and any outstanding or unusual events including such things as good work achieved, issues relating to health or behaviour and information asked for. Contact will take place a minimum of once a week. The school also uses Teachers2Parents to communicate with parents, staff and other professionals via text messaging. Providing the school has an up to date mobile telephone number, you will be informed and / or reminded of upcoming events and important information. This is also a facility which can be used to inform parents of a school closure due to emergency measures and / or adverse weather conditions.

Pupil Absence

We ask all parents and guardians to contact the school if their son/daughter is unable to attend school that day. **If you child has been sick or had diarrhoea, they must not return to school until they have had a full 48 hours clear.** We try to contact home if we have not received a call/letter about an absence on that day to ensure our pupils are safe at all times. Regular attendance at school is paramount to successful learning, when a pupil's attendance starts to cause concern parents/carers will be contacted and asked to attend a meeting to discuss reasons for absence. Ongoing absence will involve the Education Welfare Department. We encourage parents not to take holidays in term time unless there are exceptional circumstances.

A Parent's Guide to Regular School Attendance

- 1) When does my child need to be in school?** Your child should be at school every day and in good time for the register which is taken between 8.45 and 9am. The term time calendar can be found on the home page of our website.
- 2) What happens if my child is late?** If your child arrives after the gates have closed at 8.50am but before the registers close at 9am they will need to enter via the main reception to receive their mark. Should they arrive after 9am they will be marked on the register as late (L). Persistent late arrival for school will be followed up by a letter/meeting with those concerned and an action plan created with strategies suggested to help improve the matter. Unacceptable reasons for lateness include:
 - Oversleeping
 - Tiredness
 - Alarm clock failure
 - Clothes in washing machine/tumble drier
 - Lost shoes, coat etc.
 - Taking a sibling (younger or older) to another school
 - Taking a pet to the vet
 - Medical appointment for a family member
- 3) Do I need to contact the school every day that my child is absent?** We would expect parents to telephone the school on the first day of absence, preferably by no later than 9am – **absence line 01268 761252**. If you do not phone us, we will endeavour to contact you by 9.30am. At this point we will ask for an indication of when you expect your child to be well enough to return and then keep us updated if this changes. Please note that for episodes of sickness and diarrhoea pupils are not to return before **48 hours** after the last incident, and we can offer advice on absences for common childhood ailments including chicken pox, hand, foot and mouth etc. If we do not receive an explanation or the explanation is unsatisfactory, we will not authorise the absence. **Messages relating to absence or other matters must not be relayed via transport staff or other students.**
- 4) What reasons will the school accept for absence?**
 - Where the school is satisfied that the child is too ill to attend or where medical evidence has been provided or where a previously diagnosed known medical condition exists. If a student's attendance drops below 95% parents/carers will be informed that the school will no longer continue to authorise any absence due to illness without medical evidence.

- Where the pupil has a medical appointment supported by an appointment card/letter, however, parents are encouraged to make these for out of school hours wherever possible. Pupils should be returned to school following a morning appointment or collected for an afternoon appointment, the school will not authorise a full days absence for a local appointment except under exceptional circumstances.
- A pupil has been granted leave due to exceptional circumstances. In authorising such an absence the school will look at individual circumstances and previous attendance will be taken into consideration.
- The Local Authority provided transport for the pupil fails to arrive.
- Where there is an unavoidable cause for the absence which is beyond the family's control, e.g. extreme weather conditions.
- The absence occurs on a day exclusively set aside for religious observance by the religious body that the pupil's parents belong.
- Other exceptional circumstances, e.g. a family bereavement, and for a very limited period.

5) What is unacceptable? Except in the circumstances listed above, absences will be unauthorised.

Some examples of unauthorised absences would be:

- No explanation has been given by the parent/carer.
- The school is not satisfied with the explanation.
- Minor ailments e.g. headache, light cold, ingrown toenail, period pains, nausea.
- Penicillin/antibiotics – this can be managed in school after initial doses have been administered (usually after 48 hours).
- The pupil is staying at home to mind a relative or pet.
- A shopping trip or haircut.
- A birthday.
- Family holiday.
- Being unable to participate in a school activity e.g. school trip or activity day.
- Meeting relatives from or taking relatives to the airport.
- Moving house.

6) My child is trying to avoid coming to school, what should I do? Contact the Family Inclusion Team immediately and discuss your concerns openly. It is important that we work out the reason for your child's reluctance to attend so that we can work together to tackle the problem.

Child Protection

School staff work in partnership with parents and other professional agencies to safeguard and promote the welfare of all pupils. Where there is a concern raised in school, staff actions are governed by Government and Essex County Council policy guidelines to which the school strictly adheres. The child protection policy is available on request and is updated annually.

Transport

If your child is entitled to school transport or you need any information you should contact:

SEN Transport Assessment Team Website: www.essex.gov.uk/schooltransport
PO Box 4261
County Hall Email: SENtransportAssessment@essex.gov.uk
Chelmsford
CM1 1GS Telephone: 0845 603 2200

It should be noted that if no one is available to receive your child at the end of the school day and the taxi company has tried to contact using all the emergency numbers and the school, they will take the pupil to the local police station.

The School Governors

The governors have the responsibility for the effective management of the school. They act within the framework set out by national legislation and by the policies of the Local Education Authority. The current Governing Body of the school is as follows...

| | |
|------------------------------|-----------------------|
| Principal: | Mrs Philippa Holliday |
| Chairperson: | Mrs Nan Ashkettle |
| Vice -Chairperson: | Mr Barry Clements |
| Parent Governor: | Miss Kerry Wallace |
| Staff Governor: | Miss Liz Cole |
| Local Authority Governor: | Mrs Diana Spencer |
| Community Governor | Dr Yemi Adeeko |
| Clerk to the Governing Body: | Mr Barry Dimond |

Contact Details

The full postal address of the school:

Castledon School, Bromfords Drive,
Wickford, Essex SS12 0PW
Telephone 01268 761252
Fax 01268 571861

E.Mail admin@castledon.essex.sch.uk

How to find us

By road from London, Southend or Basildon

From the A127 take the turning for Wickford and South Woodham Ferrers (A132).
This will lead you to a roundabout, from which you should take the first exit into the Nevendon Road.
Following a sharp right hand bend, Bromfords Drive is first on the left.
After approximately four hundred metres, the school can be clearly seen on the left.

By rail from London or Southend or the Southminster Line

From Wickford Railway Station, the school is a five minute taxi-cab ride.
On foot, visitors should walk to the High Street, turn right under the railway bridge and continue to the traffic lights at the junction of the London Road.
Directly opposite is the Nevendon Road.
Bromfords Drive is 1 mile along this road on the right hand side.

By road from Chelmsford or Billericay

At the Co-op roundabout take the exit on to the Wickford Ring Road (A132) signposted London and Southend.
At the next roundabout, take the third exit into the Nevendon Road.
Following a sharp right hand bend, Bromfords Drive is first on the left.
After approximately four hundred metres, the school can be clearly seen on the left.

By bus from Basildon

Number 15 or 25 from Basildon getting off at Bromfords Drive, Wickford.

SAFEGUARDING/CHILD PROTECTION STATEMENT

Child protection work is a statutory duty for education staff and all staff has a duty to safeguard and promote the welfare of children.

The school has a statutory duty to work with other agencies in protecting children from harm and responding to abuse.

Child protection procedures will be followed where there is a reported allegation of any form of abuse – neglect; physical injury; sexual abuse or emotional abuse.

In addition to statutory duties we acknowledge that the school has pastoral responsibility towards all its pupils. We recognise that children who have learning difficulties are exposed to a number of experiences that non-disabled children are not and that these could potentially be harmful or result in distress. We aim to promote the safety, dignity and value of disabled children through the adoption of school guidelines outlining children's rights and staff responsibilities. Staff are expected to raise concerns regarding the implementation of these guidelines in the same way as concerns of abuse.

Basic Principles

We believe that:

- All children have a fundamental right to be protected from harm and to receive the care, education and services necessary for them to develop to their full potential in all aspects of their health and development
- Children cannot learn effectively unless they feel secure and that the development and maintenance of appropriate, sensitive relationships are essential in bringing this about
- All children have the rights to be valued as an individual and to be treated with dignity and respect
- All staff are responsible for interacting with children in ways which accord with these rights and which safeguard both the children and themselves
- School should be a listening and caring community, an open and accepting place where staff are prepared to listen to worries and fears and to follow up on what is said
- Children with learning difficulties are no less at risk from abuse than any other child and that, because of their disability/communication problems; they may be especially vulnerable to abuse. This places a duty of care on all staff to be alert to signs of abuse and places great value on staff expertise in developing communication skills.
- Child abuse occurs in all cultures, all religions and all social classes. Staff must be sensitive to the many differing factors which may need to be taken into account depending on the child's cultural and social background. The prime concern at all stages must be the safety and welfare of the child. Where there is a conflict of interest between the child and the parent, the interests of the child must be paramount
- Confidentiality must be respected at all times – children, parents and staff are all entitled to know that these responsibilities will be dealt with in the strictest confidence
- Information will only be shared on a strict need to know basis
Staff has a responsibility to deal with bullying & inappropriate behaviour promptly and to report concerns to the designated child protection officer.

Website

Our website is now available for your use. Please visit www.castledon.essex.sch.uk and we would love to receive your comments / suggestions. You can register so you know each time there is an update to the site.



Privacy Notice - Data Protection Act 1998

We Castledon School are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous school. We hold this personal data and use it to:

- support teaching and learning;
- monitor and report on progress;
- provide appropriate pastoral care, and
- assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it. We are required by law to pass some of your information to the Local Authority (LA), and the Department for Education (DfE).

If you want to see a copy of the information we hold and share about you then please contact the school office.

If you require more information about how the LA and/or DfE store and use this data please go to the following website:

- <http://www.essex.gov.uk/> and follow the links to Learning / Schools / Privacy Notices

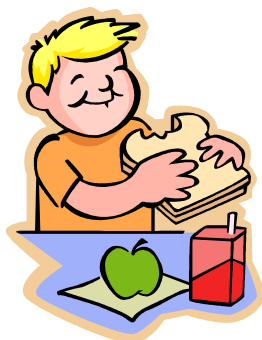
If you are unable to access this website, paper copies of this information can be obtained from the school.

Transitions Pathway Services - Once you are aged 13 or over we are required to pass on certain information to the Transitions Pathway services. Transitions Pathway is the government's information and advice service for all young people aged 13 to 19 in England.

We must provide both your own and your parent/s' name/s and address/es, and any further information relevant to the Transitions Pathway services' role.

However, you (if you are over 16) or your parents can ask that no information beyond name and address be passed to Transitions Pathway. Please inform the school office if you wish to opt-out of this arrangement.

Ideas for Healthier Packed Lunches



If your child takes a packed lunch to school you can help support the new standards by providing a healthy nutritious lunch.

| Current popular items in lunchboxes | Healthier alternatives |
|---|--|
| Crisps | Plain rice cakes Plain popcorn (Unsalted/unsweetened/non-flavoured varieties) Seeds (supermarkets have a wide range) |
| Strip Cheese | To cut a small cube/section from a block of cheese you buy for the family. Or include a small pot of cottage cheese in your child's lunchbox (diced fruit or vegetables can also be added and this will count towards part of their daily fruit and vegetable intake). |
| Lunchbox alternatives to sandwiches including Lunchables Stackems Dunkers Sausage rolls | Sandwiches are better replacements for these types of food. They need not be boring either because there are now a range of breads available on the market including; multi grain, wholemeal, varieties of bagels, pitas, raisin breads and wraps. These can be filled with low fat sandwich fillings including; Lean meats such as ham, turkey or chicken. Fish including canned salmon, tuna sardines Cheese such as cheddar, edam or mozzarella. Eggs |
| Chocolate bars, biscuits and cakes | Fruit buns, flapjacks, oatcakes, malt loaf, scones, banana cake. Dried fruits such as figs, apricots, and raisins are a good healthy substitute. |
| Juice drinks including fruit shoot, five alive, cordial squashes | Water, 100% fruit juice including drinks that are freshly squeezed as well as juice from concentrate and 100% fruit/vegetable smoothies. |
| Energy drinks | Milk and milkshakes without added sugar are good alternatives. |
| Spreads and Dressings | When using mayonnaise or dressings in a sandwich, you could choose a reduced variety. Instead of using a butter or margarine spread with mayonnaise, you could just use either a spread or salad dressing. |

Castledon Staff

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|---|---|
| Principal: | Mrs Philippa Holliday |
| Vice Principal: | Mr Jon Brewer |
| Assistant Principal: | Mr Simon Holliday |
| Assistant Principal: | Mrs Beccy Fry |
| Ripley Class teacher: | Miss Liz Cole |
| Assistants: Miss Lucy Haywood, Mr Bradley Davis, Mrs Nikki Ambrose & Miss Yasmin Barrett | |
| Dudley Class teacher: | Mrs Nicole Blom |
| Assistants: Mrs Judi Harradence, Mrs Susana Archer & Miss Emily Armitage | |
| Appleby Class teacher: | Miss Hannah Mansfield-Smith |
| Assistants: Miss Celcie Greenland | |
| York Class teacher: | Miss Kathryn Hemmings |
| Assistants: Mrs Jane Brooker & Mr Glen Richmond | |
| Tamworth Class teachers: | Mrs Lisa Jackson |
| Assistants: Miss Amy Pannell & Mrs Katie White | |
| Lancaster Class teacher: | Mrs Emma Franklin |
| Assistants: Mrs Deborah Watkins & Mrs Angela Liddard | |
| Nottingham Class teacher: | Mrs Terri Crowdy |
| Assistants: Miss Vicky Weller, Mrs Charlotte Storey, Miss Karleigh Cousins & Miss Hannah Brasier | |
| Ankara Class teacher: | Mrs Tracey Gomez |
| Assistants: Ms Lorraine Pearson & Ms Debra Willis | |
| Canterbury Class teacher: | Miss Emily Tibbott |
| Assistants: Mrs Vicky Thomas, Mrs Wendy Crossley & Mrs Tracy Crook | |
| Kilkenny Class Teacher: | Mrs Alison Boyd-Platt |
| Assistants: Mrs Kelly Rayner & Miss Faye Bland | |
| Osaka Class teacher: | Mrs Helena Scogings |
| Assistant: Mrs Sarah Worby & Mrs Amanda Silk | |
| Prague Class teacher: | Mr Richard Clow & Mrs Helena Scogings |
| Assistants: Mrs Sharon Edwards-Smith & Mrs Julie Dudley | |
| Additional Support | Mrs Vicky White, Mrs Lisa Winterton, Mrs Sharon Hoskin & Mrs Denise Campbell |
| Music Teacher: | Mrs Fran Foote |
| PE Teacher & Curriculum Support Teacher | Mr Martin Ing |
| Home/School Liaison Team: | Miss Lisa Westley, Mrs Louise Cusiter & Mrs Sheri Powell |
| Counsellor: | Mrs Louise Cusiter |

Swimming Instructor:

Assistant Swimming Instructor:

ICT Manager:

Principal's PA & Office Manager:

Business Manager:

Receptionist:

Admin/Finance/Exams Assistant:

Site Manager:

Assistant Site Manager

Premises Staff:

Kitchen Staff:

Midday Assistants:

Mrs Krystelle Kettle

Miss Gemma Watts

Mrs Sarah Cannon

Mrs Sandy Tucker

Mrs Julia Tozer

Mrs Sara Grosvenor-Rigby

Mrs Michelle Keeble

Mr Peter Fennelly

Mr Colin Doran

Mrs Lesley Joseph

Mr Jason Joel

Mrs Lesley Joseph

Mrs Liz Aarons

Mrs Melanie Brown

Mrs Sandra Cook