

# The Castle School Year 6/7 Transition 2017

## Year 6 Transition Day: Thursday 29<sup>th</sup> June 2017

This day is designed to welcome our new intake to The Castle School, to give them a taste of life here and make them feel less anxious about the move in September.

Your child will spend the day in their new Tutor Group meeting their Form Tutor, seeing old friends and beginning to make new ones. They will also experience taster lessons.

We will be offering tours of the school, and opportunities for questions and answers. Our staff are enjoying planning special learning experiences for this occasion.

Key details to note:

- Time of arrival 8.45am All children to report to the Main Hall
- Time of departure 3.15pm – Children travelling home with siblings can stay in the Main Hall until 3.25pm
- Lunch Please bring a packed lunch
- Clothing Current Primary school uniform, please
- Equipment Writing materials only

### Transport

Children at St Mary's, Manorbrook, Crossways, Christ the King and Gillingstool should make their own way to experience the journey to and from Castle School for the first time.

Families of all children who live out of our local area need to make their own arrangements to arrive at 8.45am, and collect from the Main Hall at 3.15pm. Regrettably School Transport cannot be used on this particular day for pupils not yet on our school roll. Shared lifts would be appreciated to reduce the impact of more cars than usual in the area.

We expect this to be the first day in a very happy and long career with us where we will build on all the good education established so far and work with you to ensure your child meets their full potential.

If you have any questions please contact:

Dr Andrew Grant, LSP [andy.grant@thecastleschool.org.uk](mailto:andy.grant@thecastleschool.org.uk) or 01454 862100

Kay Clode, ALSP [kay.clode@thecastleschool.org.uk](mailto:kay.clode@thecastleschool.org.uk) or 01454 862100

# The Castle School School Uniform

- Navy sweatshirt with The Castle School crest
- Polo Shirt with The Castle School crest
  - Y7-9 pale blue
  - Y10-11 white
- Suitable topcoat, anorak or fleece - blue preferred
- Plain dark shoes with low heels. No trainers or boots. No ballet pump style shoes.
- Trousers and Skirts - black. Trousers must be tailored not fashion items such as flares. Belts must be black in colour and attached through belt loops. Black tailored shorts may be worn as an alternative during summer months.
- Jewellery and visible body piercing are not permitted in school for reasons of loss, damage and safety. These exceptions are allowed :-
  - one pair of earrings which are small studs or sleepers for pierced ears
  - one signet ring
  - one wrist watch

Hair must be of 'natural' looking colour with no 'extreme' or 'offensive' styles

Students in year 7-9 are not allowed to wear make-up.

Discreet make-up may be worn in years 10 and 11.

## Sportswear at The Castle School

This September we are introducing a brand new, modern PE kit. There are a number of compulsory items and some optional.

**Compulsory: Girls**

- Girls PE polo shirt (with school crest)
- Navy PE skort or Navy PE shorts (with school crest)
- Navy hooded sweatshirt (with school crest)
- Navy and amber or amber rugby socks
- Gum shield
- Shin Pads
- Sports trainers

**Optional: Girls**

- Football boots
- Navy sports leggings
- Navy long sleeve baselayer

**Compulsory: Boys**

- Navy PE polo (with school crest)
- Navy/amber rugby shirt
- Navy sports shorts (with school crest)
- Navy/amber rugby sock or amber rugby sock
- Gum shield
- Shin pads
- Sports trainers
- Football boots

**Optional: Boys**

- Navy baselayer
- Navy hooded sweatshirt

**Kit for Arts and DT Faculty** Cotton apron

**Kit for Dance**

- Black t-shirt
- Black shorts, leggings or tracksuit bottoms

## **Cost and Suppliers**

The Castle School uniform is smart, practical and cost effective. Many of the items on the uniform list are widely available in high street shops and internet suppliers. Bespoke items such as the polo shirt and sweatshirt can be purchased at a reasonable cost from John Lewis and Initially Yours.

## **Other considerations**

As a school we are aware of the following areas (as raised in the DCSF guidelines). In the enforcement of the school uniform policy we will give due consideration to;

- Home to school travel
- Human Rights issues
- Equality and discrimination issues
- Race equality policy

A full copy of the DCSF '**guidance to schools on school uniform and related policies**' can be accessed from at <https://www.gov.uk/government/publications/school-uniform>

# Physical Education Faculty



The PE Faculty is a happy, successful and busy one. We are confident that your child(ren) will be able to find success and satisfaction during their time with us. It will take them time to settle down in September, and we would appreciate your help in the following ways:

- 1 Ensuring that your child has the correct kit. Students must have a change of footwear and socks for every lesson. This is important for safety, hygiene and performance related reasons.
- 2 Please, please label items of kit and clothing. Lost items with names are routinely returned to students. Unnamed articles merely add to our mountain of lost property. Lots of Year 7 students leave kit in the changing rooms but it will be returned to them if it is labelled.
- 3 Students are expected to bring their PE kit to every lesson. If for any reason your child is unable to participate, please send us a note explaining what the problem is. We would however, still expect them to get changed into PE kit in order to play as active a role as possible in the lesson.
- 4 Please encourage a positive approach towards physical activity. An active body is always a happier and healthier one
- 5 Look out for, read and return our letter and permission slip relating to Extracurricular activities that will be issued in September. We run a wide range of extracurricular activities and it would be good to get your child(ren) involved in at least one
- 6 Your child will be expected to complete one piece of homework twice a year (February ½ term and May ½ term). We use a website called Edmodo to set the work, and your child will also submit their work using this site. As a result in September, your child will be required to set up an account using their school username
- 7 Students are not allowed to wear their school sweatshirt or coat during PE lessons. PE hoodies are available to purchase if your child wishes an extra layer to wear when cold. It may also be advisable that your son/daughter has a long sleeve baselayer to wear underneath their polo shirt or rugby shirt.

## CASHLESS CATERING

At Castle we have a Cashless Catering System for the purchase of all food at lunchtime. The scheme is run jointly by the School and Aspens as part of an improving catering provision.

Every student has been given a swipe card, which allows user access to their own lunch account. These accounts can be credited by the students with either cash or cheque payments. They have access at various times of the day to 'Reval' machines (there two in school) so that they can credit their accounts with either cash or notes. Students will be able to check the balance of their accounts at break and lunchtime at the Reval units situated by Reception and the Drama Hall, and it is hoped that they will carry less cash around the school during the day.

Cheques can be handed in to the School Kitchen via a black letterbox in the dining room, payable to Aspens. Payments made via the letterbox before the end of break (11.30am) will be credited to the students accounts by lunchtime the same day. Please ensure that your student's full name and tutor group is on the back of the cheque and that the cheque is correctly dated. Cheque payments will, of course, ensure that the money is spent on meals at lunchtime or healthy break time snacks rather than anything else!! Students will then be able to use their credit either in the canteen or at the trolley service.

If a student loses their card, then they should cancel their card at the kitchen as soon as possible. No one else will then be able to use their account. Cash cannot be withdrawn by the cards. If students lose their cards they will have to check with their tutor/reception or the Kitchen to see if it has been handed in. If their card is not found a fee of £2 is required for the first lost card and then £2 for each consecutive card, which can be obtained from the Kitchen at break time. Damaged cards cannot be used in the Reval units and they will have to be replaced as above.

Irrespective of whether your son/daughter will chose to buy lunch initially, all students will be issued with cards. Free school meals and staff are included in the new system.

Parents will also have the facility if required, to check what food is being purchased and whether dietary requirements are being met. Please contact the Kitchen if your child needs a special dietary requirement (Tel: 01454 862142).

Cheques should be made payable to 'Aspens' and clearly marked with the students' name on the reverse.

If you have any further questions at this stage please contact us at school.

# Free school meals

## Who qualifies for free school meals?

Free school meals can only be awarded if you or your partner are claiming either:

- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- Income Support
- **Income-based** Jobseeker's Allowance
- **Income-related** Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The **Guaranteed** element of Pension Credit
- Working Tax Credit run on – paid for four weeks after you stop qualifying for Working Tax Credit
- Universal Credit

## What is Pupil Premium?

Pupil Premium is extra money paid direct to schools for each child who is eligible for free school meals due to the household being on a low income. It is used to support your child's education.

If you are eligible, please apply for free school meals so your child's school gets this money. You need to meet one of the criterion listed at the top of this page.

How do I apply for free school meals?

You can complete the online form from the link that can be found at the bottom of this page. Once the council receives this form they will check your eligibility and let you know whether you qualify.

## Apply for free school meals:

<http://www.southglos.gov.uk/advice-and-benefits/benefits/free-school-meals/>



# Current Transport Arrangements to Castle School



Although many students live within walking or cycling distance from Castle School, a significant proportion are reliant on either coaches or taxis to get to and from school. Students under the age of 16 who require transport and live within the school's designated catchment area are provided with free transport by South Gloucestershire Council. Other students are able to pay to use private contract service routes that run from Bradley Stoke, Patchway, Filton and Severn Beach. There are also public transport bus routes from the surrounding areas but these do not stop at the school but will only stop at designated bus stops in Thornbury Town Centre, Gloucester Road or Park Road dependent on each particular route.

## Free Transport Provided by South Gloucestershire Council

Students up to the age of 16 living in the villages surrounding Thornbury who are eligible for transport are issued with passes that entitle them to free transport on these services during the school terms

To apply for assistance with travel to schools costs you will need to read the information entitled "Travel to school assistance" situated on the South Gloucestershire Council website. Information on concessionary transport is also available in this document.

If there are any problems with coach passes (e.g. a replacement pass is needed or you wish to know if your child is entitled to free transport) the office to contact is:

**Department for Children, Adults and Health  
Admissions and Transport Team  
PO BOX 298,  
Civic Centre, High Street,  
Kingswood  
Bristol  
BS15 0DQ  
Tel: 01454 863924/5/6**

In addition a small number of students are brought to and from school in taxis organised by South Gloucestershire Council. These tend to be for students who live in areas within the catchment area where there is no coach service available or students with special educational needs.

## Commercial Services

Every year a large number of students join the school from **Bradley Stoke, Stoke Gifford, Patchway and Filton. Westward Travel** has provided a passenger service from these areas for a number of years and adjusts the route to meet the needs when required. Students using this commercial service need to buy either a ten journey ticket or pay the driver prior to immediate travel. Details of timetables and fares can be obtained directly from Westward Travel.

**Westward Travel  
10 The Chipping,  
Kingswood  
Wotton-Under-Edge  
Gloucestershire  
GL12 8RT  
Tel: 01453 521999**

Another service (411) is provided by **South Gloucestershire Bus and Coach Company** to provide travel between **Severn Beach** and Castle School. This is a not a free service and students need to pay for each journey they make. This route also serves **Pilning, Lower Almondsbury, Tockington** and **Elberton** at present.

### **South Gloucestershire Bus and Coach Company**

**Pegasus Park**

**Gypsy Patch Lane**

**Patchway**

**Bristol**

**BS34 6QD**

**Tel: 0117 9314340**

### **Current Coach Routes (free of charge to catchment students)**

**Route CAS/913:** Thornbury Circular serving Kington Lane, Oldbury, Shepperdine, Lower Morton.

**Route CAS/922:** Tortworth, Cromhall, Tytherington, Grovesend.

**Route CAS/966:** Falfield, Milbury Heath, Upper Morton.

**Route CAS/968:** Charfield.

**Route CAS/C/SEC:** Rockhampton, Falfield.

### **Current Commercial Routes direct to the Castle School (fares charged)**

#### **Westward Travel:**

**Route 6B:** Wellington Hill, Monks Park, Filton, Patchway, Rudge Way.

**Route 6C:** Henbury, Southmead, Bradley Stoke (Bovsland Way and Woodlands Road only), Almondsbury.

**Route 7C:** Winterbourne, Stoke Gifford, Bradley Stoke.

### **South Gloucestershire Bus and Coach Company:**

**Route 411:** Severn Beach, Pilning, Easter Compton, Lower Almondsbury, Tockington, Olveston, Elberton.

### **Public Transport (fares charged)**

Routes that are currently timetabled to Thornbury Town Centre, Park Road or Gloucester Road (not directly to Castle School) which are available.

**207 Mikes Travel** Dursley/Cam, Slimbridge, Sharpness, Berkeley, Stone, Newport, Falfield

Contact Gloucestershire County Council School and College transport team (<http://www.gloucestershire.gov.uk/schooltransport>).

**77 First Bus** Bishopston via Cotham, Henleaze, Westbury, Southmead Hospital, Bristol Parkway, Almondsbury

**78/79 First Bus**

Horfield, Filton, Patchway, Cribbs Causeway, Aztec West, Almondsbury, Rudgeley, Alveston

**622 STL**

Cribbs Causeway, Lower Almondsbury, Tockington, Olveston, Alveston, Rangeworthy, Yate, Chipping Sodbury

(This route stops at Park Road outside of the lower school).

**Jon Welsh, Senior Teacher has responsibility for liaising with School Transport at Castle School.**

**To contact him please call 01454 862100.**

# Marking and Assessment

## Marking

Some significant pieces of work your son or daughter completes at school or at home will be marked with **comments** and **advice** about how to improve.

More important pieces of work such as projects and essays will be marked with a progress level or GCSE grade. In some case, teachers will keep a folder of this work in school. The results of **tests** will usually be given as a mark out of a total. A progress level or GCSE grade may also be given.

## Assessment

Students will be assessed in all their subjects during Year 7 and attainment and progress will be reported to parents in Progress Reports which are sent by email three times a year.

Attainment will be based on a numerical scale from 9-1.

A full explanation of the reporting system will be issued with the first reports in term 3 of Year 7 and will also be discussed at Parents for Learning evening in Term 1.

In addition to Progress Reports parents are invited to attend a tutor evening and a subject evening to discuss the progress of their son/daughter in more detail.

## Targets

Targets are set individually for students during the first half of year 7. The targets use the DfE guidelines on the progress students should make during their time at secondary school.

If you have any questions or concerns about your child's progress in a subject, you should contact the school to make an appointment with the subject teacher. If your question or concern is about general progress, you should contact your child's form tutor.

# PRIVACY NOTICE - Data Protection Act 1998



We the Castle School are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your teaching and learning;
- Monitor and report on your 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, any exclusion information, where you go when you leave us and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. *If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.*

Once students are aged 13 or over, we are required by law to pass on certain information to the provider of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We may also share information relating to students aged 16 and over with Post 16 education and training providers. We must provide the address of you and your parents (and your date of birth) and any further information relevant to the support services' role.

However, until you are aged 16 or older, your parent(s) can ask that no information beyond your name, address and date of birth (and their name and address) be passed on to the youth services provider. This right transfers to you on your 16th birthday. Please inform Mrs Katherine Stewart at the school if this is what you or your parents wish. For more information about young people's services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

Our Local Authority is a partner in Connecting Care, a project which links social care information with health information.

The Connecting Care Local Record is a new way for staff who are directly involved in a child's care to share relevant information about their care in a way that is secure, controlled, consistent and efficient. It allows health and local council staff who are directly involved in a child's care access to a summary of existing records, such as those held by the GP, hospital or social care provider.

Staff who are directly involved in a child's care, will only access their record with a legitimate reason, and if they can, they will ask your permission before they look at it.

The Connecting Care Record will contain information such as:

- Who is involved in a child's care
- Any allergies they have
- Medications
- Recent appointments (but only whether they were attended, this will not include any information about what was discussed at that appointment)
- Diagnoses

The Connecting Care record will not contain information about conversations with the GP or any information on sensitive subjects such as sexual health. Staff who have a responsibility for designing services to improve children's general well-being will also have access to relevant information from the record. The detail that staff can see is linked to the job they do. If for their job they don't need to see specific information, they cannot see it.

If you require further information about Connecting Care please contact PALS 0800 073 0907, or visit <https://www.southgloucestershireccg.nhs.uk/about-us/how-we-use-your-information/connecting-care/>

**We will not give information about you to anyone without your consent unless the law and our policies allow us to.**

We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority.

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are

based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>. For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

In certain circumstances basic information about you (typically including surname, forename, date of birth and year/class name) may be shared with additional organisations and software suppliers to support teaching and learning. Examples include online revision websites and virtual learning platforms. Please inform Katherine Stewart if you wish to opt-out of this arrangement.

If you want to see a copy of the information about you that we hold and/or share, please contact Mrs Katherine Stewart at the school.

If you require more information about how the LA and/or DfE store and use your information, then please go to the following websites:

- our local authority at <http://www.southglos.gov.uk/council-and-democracy/data-protection-and-freedom-of-information/privacy-notice-information-hold-children-young-people/>  
or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

Department for Children, Adults and Health,  
PO Box 300, Civic Centre, High Street, Kingswood, BS15 0DS

Website: [www.southglos.gov.uk](http://www.southglos.gov.uk)

email: [cis@southglos.gov.uk](mailto:cis@southglos.gov.uk)

tel: 01454 868009

Public Communications Unit, Department for Education,  
Piccadilly Gate, Store Street, Manchester, M1 2WD

Website: [www.education.gov.uk](http://www.education.gov.uk)

Email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288

# Extra Curricular Activities

These are a selection of the Extra Curricular Activities for Year 7 students that were held this year.

An updated information sheet will be available in September.

Lunchtime Art Club  
Animation Club



BBC School Report Club



Maths club

Homework Club  
Film Club  
Signing Club



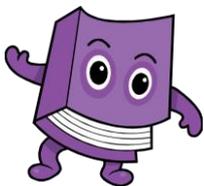
Dance Clubs  
Dance Shows

Sports activities include :

Rugby, Girls & Boys  
Football, Athletics,  
Cross Country,  
Netball, Rounders  
Hockey, Basketball



KS3 Drama Club



Resource Centre



Music Clubs include :  
Wind Band and Brass Band  
Strings  
Junior Choir

Other activities that have been enjoyed in Year 8-11 include :

ICT Club, School Play, Steel Band, Ski Trip, Exchange Trips