



The Castle School

ACHIEVE | BELONG | PARTICIPATE



Parent/Student Handbook 2023/24

Our aim is for every child to achieve, participate and belong, and this is at the heart of everything we do at The Castle School

THE CASTLE SCHOOL TAUNTON

Welcome to the community, which makes up The Castle School. We take pride in the fact that although the school has doubled its population since opening in 1966, it has never lost sight of the importance of the individual. This is in part due to our House system, which effectively puts in place six small schools within the school. Second and third generation students may find themselves placed in the same House as former students from their family. Our belief in the importance of good home-school contact is in this way reflected and strengthened. You will find our House and Academic staff (the two roles are never entirely separate) approachable and keen to work with parents and students to make the most of these important five years.

School Leadership Team

Headteacher at The Castle School: Mr J Lamb

Mr J Wordsworth	Deputy Headteacher (Pastoral)
Mr D Beer	Assistant Headteacher (Pastoral)
Mrs S Sherring	Assistant Headteacher & Trust SEMHCo
Mr D Simpson	Assistant Headteacher (Curriculum)
Mr G Duenas	School Business Manager

Governors

Mrs A Bradford
Ms G Bryce
Mr S Chattell
Mrs C Escott
Mr J Lamb (Headteacher)
Mrs H Mac Connell
Mrs P Marsh
Mrs T Rendell (Chair of Governors)

Aims of the School

It is our aim that each person should fulfil their academic and personal potential.

We will realise this aim through the promotion of high-quality teaching and learning; the provision of an appropriate curriculum; a safe, caring and structured environment conducive to successful learning; working in partnership with parents, employers and the community.

School Values

The school is working towards these aims and will promote the following values for all members of its community:-

a commitment to excellence and continual improvement through both challenge and support for each individual in all aspects of school life;

honesty, responsibility and reliability;

loyalty and teamwork;

trust and respect for each individual;

self-discipline and personal responsibility;

the highest possible standards of conduct and appearance;

the celebration and nurturing of the variety of talents and abilities of all individuals.

We feel that the education of your children is a working partnership between the students, the parents and the school.

So that this partnership can give every child the best possible chance of success, the partners should be clear about what each can reasonably expect of the others.

For this reason, we have set out guidelines of the responsibilities which the partners should endeavour to fulfil over the period of each child's education at The Castle School.

Responsibilities of the School

1. Provide opportunities, both in and out of the classroom, which will develop each student as fully as possible.
2. Provide an environment conducive to successful learning.
3. Teach effectively and set the highest standards in both work and conduct. This will include the recognition of the contribution that homework, which will be set in line with school policy, makes to stimulating and supporting learning.
4. Provide care for each student when at school in the manner of a good parent.

5. Prepare students to leave school able and motivated to make the best possible contribution to the community.
6. Encourage regular communication between home and school as a basis for close co-operation and provide regular information relating to academic progress.

Responsibilities of Parents

1. Demonstrate their support of the school in setting the highest standards in all it tries to do, through their interest and co-operation.
2. Ensure that students attend school except when unwell, and that students arrive for school on time, correctly dressed in uniform and ready to work.
3. Ensure students complete homework.
4. Co-operate with members of staff by ensuring their children follow the code of conduct at all times when associated with the school.

Responsibilities of Students

1. Attend school except when unwell and be punctual to both school and lessons.
2. Aim for the highest standards in all aspects of school life.
3. Dress correctly in the school uniform.
4. Co-operate with members of staff and follow the code of conduct at all times when associated with the school.
5. Act in a way which shows respect for the feelings and property of other people both in school and the wider community.
6. Complete work, including homework, to the best of their ability and to the agreed timescale.

Times of the School Day

Students need to be in school for 8:40am and in their rooms for registration. The school day ends at 3:20pm.

We are happy to provide facilities for students to work on their own after school. If parents authorise their children to stay at school, they should be aware that the level of supervision will be below that exercised during the school day.

Assemblies

All students at The Castle School will attend a variety of assemblies. These are organised on a weekly basis. Usually there are House assemblies and Year assemblies each week.

We believe in the value of the school assembly which is the starting point for a sharing of the values that are important to the whole school community, such as the ways in which members of the community treat each other, the activities within the school, the relationship of the school to the wider community and the sharing of individual experiences. Assembly is an important occasion when the values of the hidden curriculum are made overt. There is regular reference made to fundamental British values within our assembly schedule.

In accordance with the 1988 Education Reform Act, all parents have the right to withdraw their child from the Act of Collective Worship.

Where to go on the First Morning

All students, except those in Year 11, enter the school via student reception; but on the first morning of the Autumn term, all new Year 7 students enter by the main door, and are shown to the school hall. New students, other than Year 7, will meet their respective Head of House before being taken to their tutor groups. New students, who join the school at any other time, should enter by the front door on their first morning, and report to the Main Reception.

Essential Equipment for all Students

Your child will need a strong, lightweight bag, clearly marked with their name and form. A rucksack is the most beneficial to posture, being worn high on the back. If it can be a distinctive colour and, therefore, quickly recognisable, this is useful. It is also helpful if there are compartments to the bag so that individual items are more easily located!

In addition to the usual pen/biro (black or blue), pencils, rubber and ruler, it is helpful if students have a 2B and 2H pencil, a set of coloured pencils and pens, highlighter pens, a pair of compasses, a protractor and a scientific calculator (£9.50 available from Student Reception). The use of Tippex is discouraged since it is banned in GCSE exams; but if used in school, it must be of the Tippex pen type.

Dates of School Terms 2023-2024

Autumn term 2023

4 September – 15 December

(Half term: 23 October – 27 October)

Inset days - 4 & 5 September, 20 October, 30 October

Please note: Only Year 7 & 11 students to attend on Wednesday 6 September

Spring term 2024

2 January – 28 March

(Half term: 12 – 16 February)

Inset day - 2 January

Summer term 2024

15 April – 24 July

(Half term: 27 May – 31 May)

Inset days – 27 & 28 June, 24 July

The House System

The House system is an important feature of the school.

A student's first contact in school is most likely to be with the Form Tutor and Head of House. All students are allotted to one of the six Houses. These Houses and the Heads of House are:-

BALMORAL Mr T Hawkins
(Green)

LANCASTER Mrs C Curno
(Orange)

CAERNARFON Mrs M Norris
(Mauve)

BUCKINGHAM Mrs S Lambert
(Red)

WINDSOR Mr M Owen
(Blue)

SANDRINGHAM Mr P Crawford
(Yellow)

Each child is a member of a House and he or she will spend a part of each school day with the House tutor group for that year. The Form Tutor will normally stay with the tutor group for the full five years, and thus continuity is achieved. A significant contribution to each child's education is made by the Heads of House; they will establish links with the home and, since all the members of a family will be placed in the same House, these links often extend over many years, and sometimes over many generations of students.

It is the responsibility of the Form Tutors to look after the general welfare of the individuals in their form, and to supervise their general school progress.

Different coloured House ties and badges are features of the House organisation, and each child will almost certainly represent his/her House competitively at various times each year.

Year 7 Form Tutors

7G1 (Balmoral)	Mr J Walker
7G2 (Balmoral)	Mr S Robinson and Mrs C Jones
7O (Lancaster)	Mr J Berriman and Miss P Leech
7M (Caernarfon)	Mrs S Morris and Ms F Medford
7R (Buckingham)	Mrs S Walsh and Mrs B Woodward
7B (Windsor)	Miss C Berry
7Y1 (Sandringham)	Mr T Slade
7Y2 (Sandringham)	Mr W George

The Curriculum

The curriculum - key points

The school ethos is that Every Child Achieves, Belongs, and Participates in learning, enrichment and the community. We feel education should empower young people, giving them the knowledge to make sense of the world and grow into citizens who make a difference. We deliver this through exceptional pastoral care and support, high expectations and standards, and an ambitious academic curriculum which is rich and has breadth. Giving children and their families choice, so that each child is able to be successful, enabling them to have the power to think for themselves, shaped by what they need to know, understand and fulfil, in order to have happy, successful and prosperous lives.

Intent of the curriculum

The curriculum is designed to be well-balanced and gives rich opportunities. It promotes the spiritual, moral, cultural, mental and physical development of our students and prepares them for the opportunities, responsibilities and experiences of adult life. Our aim is to provide a curriculum that is highly effective in delivering outcomes that provide exceptionally well for all our students' needs. Our students will be widely educated, with experiences that include consideration of the best that humanity has produced, words, art, ideas, science. We aim to ensure that students leave the schools within The Castle Partnership Trust very well equipped for the next stage of their education, training or employment, and educated so that they enjoy life and live well.

The taught curriculum is just one element in the education of each student and we consciously allow time and space in the school day and in each week, term and year to range beyond the programmes of study for each subject.

The curriculum will:

Develop students' knowledge of themselves as learners in order to make them more effective learners.

- Encourage independent learning and positive thinking amongst all students. Prepare them for life-long learning.
- Be personalised in order to meet the needs of individual students.
- Build on the primary opportunities.
- Ensure students are literate and numerate.
- Will ensure equity of access for all
- Support kindness, empathy and celebrate equality and diversity.

The curriculum – organisation

Throughout the five years, all students are taught core subjects: English, mathematics, science, Worldviews (to include religious education), PSHE, careers and PE.

In Year 7, we build on the primary curriculum so that students acquire greater knowledge and language, developing skills and applying these to different situations. The choice and range of subjects, 20 subjects overall, with specialist teachers and facilities, so that children can explore practical subjects such as art, science, dance, drama, music, food, design, computing as well as access to a wide range of sports, will ignite a thirst to learn.

The opportunity to learn 4 languages, Mandarin, German, French and Spanish is part of the wider education beyond qualifications, as well as the full range of Arts subjects, dance, drama, music, fine art, photography in KS4, which allows every child to develop his or her creativity. This richness and element of choice are a key feature of our curriculum through the five years. We are very proud of the Choice Curriculum we offer here at The Castle School.

The curriculum through Year 7, 8 and 9 has been mapped so it is in line with the KS3 national curriculum.

In Years 7 and 8, the students are divided into two equal ability populations for timetabling. These populations are mixed as students progress through the years so they are able to get to know a wider range of their peers. Setting is only in Maths in Year 7. In Year 8 English is also set. Setting in each subject is independent of that in other subjects. These sets are constantly reviewed and changes made whenever necessary. All other subjects are taught in mixed ability groups.

Subjects Year 7, 8 and 9

All students are taught core subjects: English, Mathematics, Science, Worldviews (to include religious education), PE, PSHE and Careers.

In addition, they will also be taught the following:

- Humanities subjects: History and Geography.
- Modern Foreign Languages: either one or two languages from French, Spanish, German and Mandarin.
- Arts: Art, Textiles, Performing Arts and Music.
- Design Technology, Computing and Food.
- Personal, Social and Health Education (PSHE)

Key Stage 4 - Subjects Year 10 and 11

All students study English Language and Literature, Mathematics, Science, PE, PSHE, Careers and Religious Education.

Students select a further three option subjects. These options include:

- Modern Foreign Languages: French, German, Spanish, Mandarin.
- Humanities: Geography, History, Religion and Philosophy, Child Development
- Computer Science or Information Communication Technology.
- The Arts: Music, Drama, Dance, Fine Art, Photography, Textiles.
- Design Technology or Engineering.
- Health related subjects: GCSE PE, BTEC Sport or Food Preparation and Nutrition.

Homework

Homework is published online for all students using 'Classcharts'.

For more details on homework please read the homework timetables available on our website:

[The Castle School, Taunton](#)

Homework tasks

- Homework is work that students complete independently outside of the classroom.
- A student should never be expected to hand in a piece of work the day after it has been set.
- Homework could be substantial pieces, for example extended projects, or smaller pieces of work relating to the previous or subsequent lesson.
- Each department has made a commitment to the type of homework you should expect to see. Teachers will explain how the homework will be set and handed in for example in person or over Teams.
- Please do monitor homework and contact the class teacher if you need more specific details.
- In Year 7 students would be expected to spend an average of 45 minutes per night on homework, consolidating their learning and/or reading. If the volume of homework becomes an issue then please do contact the school. Homework should be handed in on time and completed to the best of the student's ability.

Students with Special Educational Needs & Disabilities (SEND)

The SEND Team at The Castle School, in working with staff & parents recognises that students may require extra help during their time at the school. It may be on a long or short term basis and could range, for example, from a handwriting problem to a significant difficulty in literacy, language, numeracy or a social and emotional need or one relating to a particular impairment. Students may be provided with support within subject classes and/or work individually or in small groups. Advice is also given regarding study skills and revision techniques.

There will be intensive work with some Year 7 students using a variety of multi-sensory schemes of work aimed at improving skills and filling gaps. This may continue into Year 8 and beyond.

As part of our inclusive approach, we offer a variety of flexible timetable arrangements. These arrangements meet the needs of students who may be experiencing a range of difficulties, whether learning, social and/or emotional, in the mainstream setting. This also includes students with medical needs and attendance difficulties.

During lunchtime the Learning Support Department is open to all students. During this time students can ask for support for their studies, which includes both class and homework. In addition to this, social relationships/skills can also be facilitated as it is closely staffed by members of the Learning Support Department. There is a SEND enrichment programme which runs every lunch time. Activities include arts and craft club, boccia, cooking, outdoor learning, playing games or simply chatting with peers/members of staff. This area subsequently becomes a 'safe haven' for many students.

Examination concessions will be available for students upon entry to The Castle School – details will be ascertained during transition and their normal way of working will be continued. During Year 9 the school will complete the necessary assessments and make applications to the Examination Boards on behalf of the students for use during GCSE examinations. It is important to recognise that concessions that are made are entirely at the discretion of the Examination Boards. Students and parents will be informed by the school as to the concessions granted

English as an Additional Language (EAL)

Provision for students for whom English is not their first language will be made, dependent upon their needs and in conjunction with the English as a Second Language Service.

Sex Education

The policy of The Castle School is to ensure that every child is given opportunities to develop positive, healthy attitudes to sexual behaviour and is cognisant with the basic "facts of life", which are presented in the context of a caring secure relationship.

The subject is presented throughout the five years. Our PSHE specialist team of teachers develop, review and update all of our Relationship & Sexual Education (RSE) resources, whilst bearing in mind the emotional and physical development of the child balanced against the increased exposure our young people have from online sources.

Each child will study a unit of work on reproduction in Science during Year 7. This takes the child through the process of reproduction in plants and animals, and leads naturally to human reproduction. At this stage, students are told of the changes which occur at puberty and are taught the basic facts of life through conception to birth and parental care.

Within Year 7 we focus on relationships but also sensitively introduce the topics of consent, differences between biological sex, gender identity and sexual orientation as well as FGM.

During the next four years the depth and breadth of the RSE education increases in line with the 2020 RSE statutory guidance.

During the first three years, the general area of 'personal relationships' and morality will also be specifically discussed in Religious Education.

In the upper school, students become more mature and are given the opportunities to develop their own attitudes to sexual relationships. Their factual knowledge is expanded to include topics on HIV and AIDS, Sexually Transmitted Infections and contraception in order that, as adults, they can make more informed choices. These topics are covered in Year 10 and 11 PSHE programmes.

Discussions may arise in the context of issues studied in other subject lessons. For example, in English, the relationships, sometimes sexual, between characters will be discussed. These discussions do not constitute part of the school's sex education programme. The Relationship and Sex Education Policy is available on request.

The core areas in line with the RSE 2020 Statutory guidance that we as a school wish to promote are:

- this is a partnership between home and school
- ensures children and young people's views are actively sought to influence lesson planning and teaching
- subject areas taught include healthy and unhealthy relationships, equality, pleasure, respect, abuse, sexuality, gender identity, sex and consent

- helps students understand on and offline safety, consent, violence and exploitation
- is both medically and factually correct and treats sex as a normal and pleasurable fact of life
- is inclusive of difference: gender identity, sexual orientation, disability, ethnicity, culture, age, faith or belief, or other life experience
- helps students understand a range of views and beliefs about relationships and sex in society including some of the mixed messages about gender, sex and sexuality from different sources including the media
- teaches students about the law and their rights to confidentiality even if they are under 16, and is linked to school-based and community health services and organisations
- promotes equality in relationships, recognises and challenges gender inequality and reflects girls' and boys' different experiences and needs

In accordance with the 1993 Education Act, parents have the right to withdraw their children from any or all of the school's sex education programme. Should parents wish to do this, they should, in the first instance, contact the Headteacher. The governors and staff hope that all parents will allow their children to follow the school's sex education programme.

Equal Opportunities

The school is committed to a policy of equal opportunities. Equal opportunities practice is good educational practice whereby individuals, regardless of sex, race, disability, sexual orientation or religion, are encouraged to achieve their full potential.

There is equal access to all areas of the curriculum and students are actively encouraged to avoid the constraints of stereotypes. We live in times of significant social and technological change. The roles men and women fulfil in the home and the economy are more complex, more demanding, more interchangeable: the old stereotypes are no longer universal. The curriculum and the ethos of the school attempt to create awareness amongst staff and students of the constraints which need to be removed in order that individuals may achieve their full potential.

Religious Education

The Castle School has a strong commitment to the teaching of Religious Education. This is achieved through the subject of 'Worldviews' in KS3 and through the RE GCSE short course in KS4. The main aim of Worldviews is to provide challenging, varied and enriching lessons that effectively prepare our students for life in a culturally diverse and modern world and help students to understand the nature of religious beliefs, practices and the importance and influence of these in the lives of believers. Students will consider how they can draw parallels with other people's lives and beliefs, leading them to a deeper understanding and respect of a range of ethical/religious/philosophical concepts. The subject also enables students to challenge views which are rooted in prejudice and ignorance. Worldviews plays a key role in our personal development strategy by promoting mutual respect and understanding across different cultures and communities.

In Years 7, 8 and 9 we look at the six world religions as well as aspects of the Citizenship national curriculum.

From Year 10 all students will be studying for a short course GCSE which they will sit in Year 11. The content of lessons will be based on the AQA Syllabus for Religious Studies. Students will study two thematic topics and two religions; Christianity and Buddhism. We also discuss secular and non-religious viewpoints. We also deliver aspects of the Citizenship national curriculum within this time over the two years.

In accordance with the 1988 Education Act all parents have the right to withdraw their child from Religious Education. Should parents wish to do this, they should contact the Headteacher.

Reporting to Parents

We are keen to report on student progress regularly throughout the year. In addition, there are opportunities for parents to meet with staff to discuss the progress of individual students. The pattern of reporting and meetings is different in each year group which allows us to respond to specific needs, depending on the stage the child is at.

Interim assessments (IAs) and reports including academic information and an attitude to learning grade (ATL) are produced twice a year. For Year 7 students there is a pastoral evening early in the year to discuss how students have settled in during the Autumn term. A further meeting to discuss your child's progress will be held later in the year. Full details of dates will be issued as part of a calendar for the year and are available on the school website.

School Awards

Throughout their years at The Castle School, students will have many opportunities to be rewarded for their achievements and positive contribution to the school. Examples include:

- Postcards home - staff will send postcards home for individual achievements.
- Attendance Awards - for attendance of 97% or above each term.
- 100% Attendance Badges - FULL attendance all year.
- Annual Awards for progress and attainment in every subject for each year group form the basis of the Annual School Awards evening in July.
- Following all reports, students are commended to the Strategic Leadership Team for outstanding and consistent effort across all subjects.
- Colours are awarded in Year 10 for Sport, Music, Dance and Drama, and half colours are awarded in Year 9 for Sports.
- House Points - points accrued will go towards milestone certificates for individual students which are Head of House (HoH) Bronze, Strategic Leadership Team (SLT) Silver and Headteacher Gold, as well as towards the House Trophy.
- GCSE certificates.
- Positions of responsibility.

Positions of Responsibility

There is ample opportunity for students to accept positions of responsibility within their tutor group, their House and within the school as a whole. Twelve Senior Students are elected by Years 7 to 10 students and the staff. These Senior Students co-ordinate School Council Committees and work on specific whole school projects. There will also be a number of school prefects who will support the Senior Student team. Each House will also appoint House Captains and Deputies. There are also House Games Captains and Captains of all school teams, Music, IT, Drama and Art Prefects.

Older students in the House often take responsibility for younger students helping them with reading, organisation of work, etc. All Year 7 students are allocated a Year 8 or 9 'buddy' who will help them adjust to their new school and offer support in a variety of ways over the following two years.

Uniform

The firm policy of The Castle School is that children must attend in acceptable uniform, and the rules about this are rigidly enforced. Students who attend school incorrectly dressed, without good reason, will be sent home. We also expect students to wear their school uniform on their journey to and from school. Please ensure that all uniform is labelled with your child's name.

Uniform is available from South West Schoolwear. This can be purchased online at www.swschoolwear.co.uk or at their shop in Taunton.

School **BOTTLE GREEN BLAZER** with The Castle School emblem. A bottle green v-neck or crew neck jumper (not sweatshirt) may be worn under the blazer. Year 11 students are permitted to wear a black v-neck or crew neck jumper (not sweatshirt) as an alternative to the school blazer. The black jumper should be plain and not have any form of logo, symbol or emblem.

WHITE TRADITIONAL SHIRT - not polo shirt or sports shirt (a plain, white T-shirt may be worn under the shirt). Shirts must be tucked in.

SCHOOL TIE IN THE APPROPRIATE HOUSE COLOUR (phased in for new students admitted to the school from September 2021).

BLACK TROUSERS, SKIRT OR SHORTS. Corduroy trousers or shorts, denim or cotton/canvas jeans, hipster or skinny fit style trousers and trousers or shorts made from "stretchy" fabric are not permitted. Skirts must be knee-length, pleated and (see picture opposite). Shorts must be knee-length, traditional school trouser material.

PLAIN SOCKS - not brightly coloured. Black or flesh-coloured tights may be worn.

PLAIN BLACK SHOES – All shoes must have a decent sole. Shoes must be smart in appearance and should be leather or leather-type. Trainer-type smart shoes are permitted as long as they are plain black with no tags on the laces. Boots are not permitted.



PE KIT

Plain **WHITE POLO SHIRT**

School **RUGBY SHIRT**** or school **SWEATSHIRT**

School or plain black **SHORTS** or **SKORTS**

Long, black football **SOCKS**

Plain, black, full length **LEGGINGS** (optional)

School **DANCE TOP** (optional)

Plain, black **TRACKSUIT BOTTOMS** (optional)

TRAINERS

FOOTBALL BOOTS

SHIN PADS

GUM SHIELD (strongly recommended)

** Required when playing rugby as part of the curriculum. Boys currently play rugby as part of the curriculum. Rugby shirts are optional for students playing rugby for enrichment (after-school clubs).

OTHER UNIFORM EXPECTATIONS

Jewellery - students who have pierced ears may wear one pair of studs only - no other jewellery, including any other facial or body piercings, may be worn to school. Jewellery, of any sort, must not be worn whilst taking part in PE or Dance.

Shirts must always be tucked neatly into trousers, skirts or shorts.

Outdoor coats: We suggest that coats should have some reflective properties for safety so that students are visible in poor or dark weather conditions. Denim coats/jackets are not permitted. Plain scarves may be worn to and from school. Outdoor coats and scarves should not be worn within the school building.

Hoodies are absolutely forbidden, apart from the Leavers' hoodies which are a special Year 11 privilege. All hoodies will be confiscated and returned at the end of the school day.

Make-up – coloured nail varnish and heavy make-up are not permitted.

Hair - Hair dyed in unnatural colours is not permitted. Extremes of hairstyle are not permitted.

Students will be required to modify any inappropriate dress immediately. Repeated refusal to respond positively to this will result in a sanction in line with the school's expectations set out in the Behaviour Policy. Where appropriate, non-uniform items will be confiscated for the remainder of the school day.

144b East Reach, Taunton, TA1 3HT

www.swschoolwear.co.uk

(01823) 278080



School Uniform	Price
Blazer	£31.99-£39.99
V Neck Jumper	£16.99-£20.99
Skirt	£18.95-£23.95
Tie	£8.50

PE Uniform	Price
PE Sweatshirt	£18.95-£25.50
PE Rugby Shirt	£24.95-£28.95
PE Skort	£18.99-£20.99
PE Shorts	£9.99-£12.50
Dance Top	£17.99

Prices correct May 2023 according to South West Schoolwear website

School Events

Parents are invited to a number of events during the school year, usually including:-

School Plays Several productions take place during the year, the largest involving both senior and junior students.

Concerts and Art Exhibitions

Open Evening Held in September. Subject exhibitions to show the standard and variety of the work in the school.

Awards Evening Held in July for Years 7-10.

A full calendar of events is available on the school website.

Who to see and how to see them

The Headteacher and his Strategic Leadership Team are pleased to see parents, by appointment, but it may be more appropriate to see the Form Tutor or the Head of House in the case of a general matter.

If you have a problem or an enquiry relating to school work, the Form Tutor may be able to help you, but if it is relating to a specific subject it would perhaps be more appropriate to get in touch with the Subject Teacher or the relevant Head of Department. All subjects, or groups of subjects, have a Head of Department in charge of them.

Cases where parents feel that they have a complaint to make are very rare, but it would be a perfect school in which such cases never arose. In such circumstances, it is important that parents contact the Headteacher or a member of the Strategic Leadership Team in the first instance.

Any parents visiting the school should report to the Main Reception on arrival.

Arrangements for Lunch

Students are expected to remain on the school site at lunchtimes. Students may have a school lunch or a packed lunch.

Many school activities, games and clubs are scheduled during the lunch time break. Children allowed free meals should take the standard school meal, or equivalent.

School meals are arranged on a cafeteria basis. The Castle School has a cashless catering system in place. This system provides a more efficient, faster and ultimately better quality of service. It will also provide you with information on the food and drinks that your child is buying each day.

This system incorporates the latest technology and eliminates the need for students to carry cash throughout the day. It is also biometric so there is no need for students to carry a card as the system will recognise the thumb of your child at the revaluation pay points and at the tills.

Any amount of money can be paid into a student's cashless catering account and money spent on food and drink will be deducted on a daily basis. We have two payment options available – online payments or coin/note payments that can be made via the cash loading machine which is installed in the school hall. All payment options are explained in more detail within the FAQs on the school website. Please be aware when topping up online that this can take up to 30 minutes to reach the till system.

A daily 'spend limit' of £6.00 will be programmed into the system. This can be increased or decreased for an individual student by making a written request to the school Finance Office.

We require the consent of at least one parent in order that the biometric information of your child can be processed. Please be assured that this information remains within the school and that the biometric information taken is an algorithm, not the actual finger print.

If you choose not to have your child registered the school will provide a 4-digit PIN code as an alternative method of identification. The preference of the school is to use biometrics as this is more secure and much faster than any other method of identification.

If you are in receipt of Free School Meals, the FSM allowance is added each morning to the accounts ready for students to use, if you wish to also top up the accounts with money, the system will always use the FSM allowance before using any money added to the account.

All our menus and counter signage have the allergen clearly marked but students can check with a member of the catering staff if they are not sure. Most of the menu items can be adapted to suit most dietary needs, but do need to be pre-ordered.

Forgotten lunch or to top up? It's not a problem as we are able to do a lend, so no one goes hungry, if the account has already been lent to we will ask the student to go to student reception to call home and check you are happy for us to lend more. When topped up the lend amount will be deducted from the amount topped up.

Further information is contained in the FAQs document on the school website.

Free School Meals

At The Castle School, we believe that we have a number of families who, for a variety of reasons, decide that they do not wish to take advantage of their entitlement to Free School Meals. However, just by registering your entitlement means the Government will give additional funding to our school. This funding is called a 'Pupil Premium'.

From September 2023, for every child registered for Free School Meals, The Castle School will receive additional funding. If you want your child to have a free, healthy meal at lunchtime, that's great – they will get a free two course meal (saving you about £400 per year). If you don't want your child to have the school meals, they don't need to – as long as you are registered, the school will still receive additional funding. If you are registered for Free School Meals, your child could also be supported with school trips, musical instrument tuition, curriculum resources and enrichment clubs.

How does it work?

Parents and carers who receive any of the following are entitled to free school meals:

- Universal Credit with an annual household income of less than £7,400 after tax.
- Income Support (IS)
- Employment and Support Allowance (Income Related) – not Contribution based
- Income-based Job Seekers Allowance (IBJSA) – not Contribution based
- Guaranteed Element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit with an annual taxable income (as assessed by HMRC) of less than £16,190 as long as the family are not in receipt of Working Tax Credit.

How do I apply?

Complete the online form: [Free School Meals](#)

Please be assured that we are very sensitive in dealing with Free School Meals claims and the process is discreet and secure. Registering for Free School Meals will not affect any other benefits you are claiming.

Breakfast

A range of breakfast food will be available from 8.00am each day.

Snacks

Hot and cold snacks and drinks are available in the Dining Hall during morning breaks. Food can only be eaten in the dining areas. Please note, the chewing of gum in school is strictly forbidden, since apart from health implications, it poses serious cleaning problems when left on the floor.

Children are encouraged to bring in water in a sports top bottle to drink during lessons as well as break times. There are water fountains available to top up in the day. Drinks in cans should not be brought into school. High energy drinks/high caffeine drinks are forbidden.

Rules

All children are made aware of the standards of courtesy and behaviour which we expect, and of the regulations necessary to ensure the smooth and safe running of the school.

Code of Conduct

Students should always behave in a way which shows respect for the people and things around them. The school is not just the buildings but the people in it and connected with it.

Respect for yourself:

- Engage with your learning – always do your best
- Participate in House and school activities
- Complete homework
- Attend school, arriving promptly
- Bring the necessary equipment to all lessons and activities
- Wear The Castle School uniform with pride
- Remember that when you are in uniform, both in and out of school, you are an ambassador for the school and you should create a good impression.

Respect for others:

- Allow others to learn effectively
- Treat others with courtesy and consideration
- If someone is having problems make sure a member of staff is made aware
- Follow instructions quickly
- Treat your surroundings with care.

Should students behave in a way which shows disrespect to others or the school, sanctions will be applied in accordance with the Behaviour for Learning policy (available on the school website).

Attendance

Good attendance at school is an essential component of educational success. We therefore stress that students should be absent from school only in unavoidable situations. Attendance awards are given termly to students achieving over 97% attendance.

Absence from school and excuse notes

Parents have a legal responsibility to ensure attendance at school. Unless there is a major health concern, attendance should not drop below 97%.

We ask for the co-operation of all parents in helping the school to monitor attendance closely by following these procedures:

Parents must contact the school by 9.00am **on the first and any subsequent days** of absence by either telephoning 01823 274073 (option 1) or using the ClassCharts app to send a message.

Parents should also send **a letter** in with the student when they return giving the **reason** for absence and the **dates of absence**. This will help us to very quickly identify any truancy in which case we will always inform parents as soon as possible. Parents **may** be asked to provide evidence of medical advice being sought/hospital letters for absences of more than 3 days. All medical appointments need to be evidenced with an appointment card/hospital letter or confirmation text.

Once the school has obtained a letter of confirmation, the school will authorise the absence if the reasons given are considered appropriate eg illness, unavoidable medical appointment, etc. If the reasons given are not appropriate the absence will be considered as unauthorised and the parent contacted.

Since 1 September 2013, schools are no longer allowed to authorise any holidays taken during term time. A leave of absence will only be granted during term time under **exceptional circumstances** such as:

- Forces Personnel on leave from a foreign posting.
- Parents having significant employment restrictions (the school has to ask for evidence from your employer).
- Significant family events or circumstances - these will be considered on an individual basis with you but the expectation is that the time taken will be a minimum.

Any holidays taken outside the exceptional circumstances have to be marked as unauthorised absence. Unauthorised absences may be referred to the Local Authority who may under certain circumstances issue a Penalty Notice or other legal action in relation to unauthorised absences.

If you have a request for leave of absence, please complete the 'request for term time leave of absence' form, available from the Main Reception.

Occasional absence

Parents wishing their children to be excused from school for periods during the school day (eg for dental appointments) should write a note in advance to the Form Tutor, or simply send in the appointment card. It is also acceptable to telephone the Main Reception to inform us of arrangements, but a note is the preferred method since it uses less office time. Occasional absence should be kept to the minimum.

Students will not be allowed to leave unless notification has been received.

Signing out

Any student leaving the premises for a specific reason during the day needs both parental and Head of House permission. All students then need to sign out and sign in again on return in a book kept for the purpose at Main Reception. In this way, we can keep the closest possible control over who is in or out of school.

Signing in on late arrival

Any student arriving late for school must report to Main Reception, giving their reason for lateness and the register will be updated accordingly.

PE and Games

If for any valid medical reason you do not wish your son or daughter to take part in Physical Education activities, it is important that you send a note to the PE teacher, explaining the circumstances. If the injury or illness is likely to be for more than one lesson, please state this in the letter to avoid the need for multiple letters to be provided. The PE department does encourage students not taking part in PE to take on a role as a coach/official or scorer.

Physical Education and Games are part of the school curriculum for all students, and therefore all students are expected to take part. If a genuine excuse note is not received, students will be asked to take part as normal.

First Aid and Welfare

Students who feel unwell during the day must contact a member of staff who will send them to the Welfare Office and the school's Welfare Officer will decide whether they may go home. Students should never go to the Welfare Office without first notifying a member of staff, so that proper care may be taken of them. We are not able to administer any medication unless permission is given by

parents (eg paracetamol) but we can assist students with any basic first aid or minor medical injuries. If you require the Welfare Officer to administer any medication, please obtain a form from the Welfare Office or Main Reception. Children who are too unwell to attend lessons should not be sent to school - the appropriate place for treatment is your general practitioner. If a student needs to take prescribed medicines during the school day, we would advise that the medication should be clearly labelled and a letter of consent with clear dosage instructions is provided and given to the Welfare Officer for safe keeping.

If we consider it is in your child's interests that he or she be sent home or to hospital we will always contact you first. It is for this reason that we must have a telephone number on which one parent/carer can be contacted in an **emergency during school hours**. We will ask you to arrange transport for your child in such an event, although in a serious emergency an ambulance will be called.

If your child has a medical condition could you please fill in an online health care plan or contact the school Welfare Officer, Annette Horsley, who will be happy to assist you.

Safeguarding

The school follows the Somerset agreed procedures for child protection issues. If there are any concerns about a student, these will be passed on to Children's Social Care as described by these procedures. If parents have child protection concerns about any student, they should contact a member of the Safeguarding Team at the school. Concerns may also be registered direct to Children's Social Care through the Somerset Direct contact number (0300 123 2224).

Health and Safety

Students must at all times:

1. Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, or jewellery).
2. Observe all the safety rules of the school and in particular the instructions of staff given in an emergency.
3. Use and not recklessly or intentionally misuse, neglect or interfere with things provided for safety.
4. Behave in such a way to avoid risks to the health and safety of themselves, fellow students and others in the school.
5. Students must not bring in any items which are illegal or could cause harm to others (including knives, smoking paraphernalia, etc).

Students Moving to a New School

If you are moving to a new area and your child will be changing school, we would ask that you inform the school in writing as soon as possible. The demand for places at The Castle School is high and this will allow us to plan our admissions more effectively.

If your plans for moving fall through, your child's place will obviously not be put in jeopardy since there will be no re-allocation until your child has officially left.

Bus Passes

All School Transport routes with 22 seats or more require students to travel with a bus pass. The bus pass will be automatically ordered when your child is allocated a transport route. This is only valid for the dates and route stated on the pass and is not a replacement for a lost or damaged bus pass. Replacement passes can be ordered by following this link:

<https://www.somerset.gov.uk/roads-and-transport/request-a-replacement-school-bus-pass-2/>.

Please note there is a £10.00 charge for a replacement bus pass. If you cannot pay online, please email schooltransportrequests@somerset.gov.uk and we will tell you about other ways to pay.

School Buses

Students who live over 3 miles from the school and within the transport area may apply for permission to travel on the school buses. These are run for us by Somerset County Council.

The buses run in the Churchstanton, Stapley, Angersleigh, Corfe, Culmhead and Pitminster areas.

The buses leave promptly at 3.30pm at the end of the school day. Students who wish to stay for after-school activities will have to make their own arrangements to get home. Bus prefects supervise younger students on the school buses. Poor behaviour could result in transport being withdrawn.

Please see link below to the school transport web page which includes all relevant information regarding qualifying, applying for transport, payment, seats, school transport policy and more:

<https://www.somerset.gov.uk/education-and-families/school-transport/>

Bicycles

For reasons of safety, students do not cycle on the school drive, but dismount and wheel their cycles along the pavement. We would also strongly recommend that your child wears a correctly fitted cycle helmet that is securely fastened.

Students who cycle to school keep their bicycles in the bicycle sheds which are locked during school hours. Bicycles should also be secured with a bicycle lock wherever they are left. Students who need to leave school by bicycle unexpectedly during school hours may obtain the bicycle shed key from Main Reception.

Students in Year 11 who wish to bring mopeds to school should seek permission, on presentation of their documents, from Mr Slade, Premises Manager.

Car Parking

We are extremely short of space for cars. Please avoid bringing your car on to the school premises if you can, especially if you live nearby. Authorised visitors to the school should look for space immediately in front of the building and sign in at Main Reception. Please be aware that you may

receive a fine if you park in Bridgwater & Taunton College's Pay and Display car park, even if you have a ticket.

Exceptional Weather Conditions

Adverse Weather and School Closure Procedure

First of all I need to assure you that the school will only close if the building is not safe or routes home for children are threatened, ie bridges closed or routes flooded.

Closure before the start of the school day due to severe weather

If we were to close the school before school starts we will inform you in the following ways:

1. A message will appear on the school's website (www.castleschool.co.uk) and social media (Facebook @TheCastleSchool) by 7:30 am each day (although we will aim to be sooner) and we will update the website and social media with information, as soon as possible, during the day.
2. A message will be sent to parents/carers via the ClassCharts App by or shortly after 7.30am. Please ensure you have signed up to the App, if you have not already done so, as this is the way we communicate with parents/carers.
3. Broadcasts by the following Radio Stations –
Somerset Sound 1566MHz
Heart FM 102.6FM [96.5FM Taunton Area].

Closure during the school day:

Our priority is to keep all students calm and safe, therefore, please follow these instructions so we can keep the children calm and reassured that they are safe. DO NOT phone/text your child/ren as it causes them alarm and other children to panic.

If for any reason weather forces us to close during the school day we will inform you in the following way:

1. We will put information on our website and social media. Those parents/carers who have signed up to the ClassCharts App, we will send you a message. This message will direct you to the school website which is where we will put all advice/instructions. Again, please do not text or phone your child at this point as it will cause panic and over-excitement. I have attached a flow chart which I hope will reassure you about what will happen. We do need to do things in an orderly and safe fashion, as I know you will appreciate.
2. Normally the school buses will arrive early to ensure that students who catch the bus are able to get home. This is at the bus company's discretion and we usually have a call from them telling us they will arrive early. We will let you know if this is the case.
3. Students will only be allowed to leave with a parent or guardian. Please make sure students sign out if you collect them. You will need to wait in Reception while we collect your child/ren; please be patient as we will be doing all we can.
4. As most of our students are able to walk to and from school, we will stay open for as long

as we possibly can and, although there may not be enough teachers to teach lessons, we will provide supervised activities for Years 10 and 11 in the main hall and for Years 7, 8 and 9 in the sports hall, so that students can remain in school even though normal lessons will

5. be disrupted. This is to allow parents/carers the comfort of knowing their children are safe and supervised.
6. If it becomes clear, in the unlikely event of extreme and dangerous weather, that we are forced to close we will post this on the website and social media and message parents/carers via ClassCharts. However, we will provide a safe place for students to wait and this will be either the library or the main hall. I do not envisage this being anything but very unusual.

Transporting Somerset has set up a website to advise parents/carers about bus routes out of operation or restricted routes. In an effort to improve communication with parents/carers, Transporting Somerset has asked for parents/carers to look at their website (www.somerset.gov.uk/badweathertransport) before phoning for information.

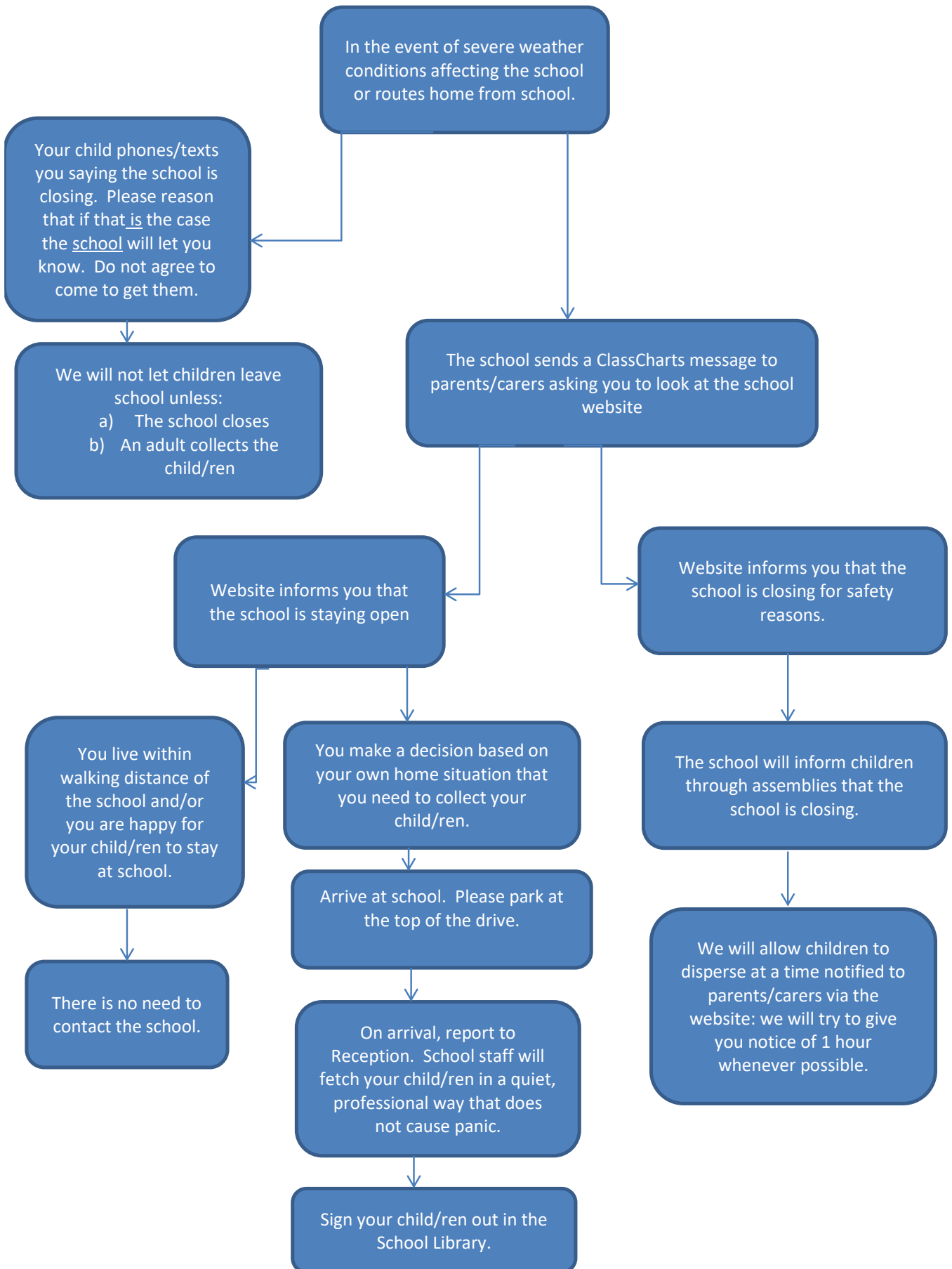
Everything reasonably possible will be done to ensure children's safety and well-being.

If you do not receive information from the school to the contrary, please assume that school will be open as usual.

In times of adverse weather, students are permitted to wear suitable footwear (eg wellington boots, trainers) on the way to and from school but will need to bring their school shoes to change into once in school. May I remind you that we ask parents/carers not to drive down Longrun Drive to the front of the school because it adds to congestion and causes problems. In emergencies such as school closure, the drive to the school will be closed.

Thank you for your support with this. Our intention is to ensure all students are safe and are not alarmed in any way.

THE CASTLE SCHOOL – SCHOOL CLOSURE DUE TO ADVERSE WEATHER
PLEASE DO NOT TEXT/PHONE YOUR CHILD. IT ALARMS THEM AND PANICS OTHER CHILDREN.



Mobile Phones

Students may have mobile phones with them during the day, but they must be turned off, and kept away during lessons and during transition between lessons. Students are allowed to use their phones at break time and lunch time in the Main Hall or on the field only. Headphones are not to be worn walking around the school. We would ask parents not to contact students during the day. If it is necessary to get a message to a child, please contact the Main Reception who will pass the message on. Mobile phones are the responsibility of the child and we cannot be held responsible if lost. They can usually be covered on household insurance.

Lost Property

The co-operation of parents is sought in ensuring that all items of personal property are clearly marked with the student's name. All named items are returned to students.

Any items of lost property or enquiries about lost property should be taken to or referred to student reception.

Parents are welcome to come in to school during the day to look through lost property items which can be found outside Student Reception in the blue trays.

Items of value should only be brought to school if absolutely necessary. Such items, or large sums of money, should be handed to a teacher for safe keeping.

Any items of lost property which are not claimed will be donated to charity at the end of each term.

Discipline, Rules and Organisation

Should students behave in a way which shows disrespect to others or the school, sanctions will be applied in accordance with the Behaviour for Learning policy (available on the school website).

Enrichment Activities

There is an extensive range of sporting and other activities available to all students throughout their school career. All teacher groups have a termly poster giving details of the activities, which is also on the school website.

Library

The Library is a well-used resource area that offers a Computer Suite with 32 computers; a Seminar Room with 5 computers and seating; and a Study Area with 4 computers, seating and soft seating for quiet reading. The book stock is ever increasing and being updated to support the curriculum and promote reading for pleasure. In addition to the librarian, student librarians are also on duty before school, at break and lunch to assist students using this popular facility.

Musical Activities

Music is a well-established and exciting department within the school. In addition to class music lessons in the lower school, and the option of GCSE or BTEC music course for Year 10 and 11 students, any student

who is interested is invited to join in with making music and performing regularly to audiences throughout the year in various events.

The school has an impressive number of students learning to play musical instruments. Some learn privately and some learn at school and are taught by one or more of the visiting teachers who attend weekly to give 20 or 30 minute lessons. Students are taught individually, in pairs, or in small groups (3 or 4) during lesson times, as required. Tuition is available for most types of instrument as well as for voice. Students are able to leave instruments in a lockable store cupboard and may acquire a key (deposit £13) from the Finance Office (returnable when they leave school or when they cease lessons). There are many extra-curricular activities which are free to all students of the school. In these activities, we aim to offer as many different groups at as many different levels as possible, bringing in the expertise of our visiting instrumental teachers as well as drawing on the resources within the department. All groups rehearse regularly each week during lunchtimes and after school.

A large number of students participate in an impressive array of extra-curricular ensembles including Orchestra, Steel Band, String Group, Castle Choir, Percussion Group, Mini Orchestra alongside other smaller ensembles.

All students at The Castle School are given opportunities to perform in a musical production in conjunction with the Drama, Art and Dance departments every two years. In 2014 the production was 'Hairspray', 2016 - West Side Story, 2018 – Grease, 'School of Rock!' in 2020 and the very popular 'High School Musical' in 2022. All our musicians are given the opportunity to play in the band, performing challenging music to a very high standard.

Concert Tours also take place every two years. Most recently we have taken students to Belgium and Holland. In June 2019 we travelled to Germany with 50 students. The tours include visits to art galleries and tours to Venice have always included a trip to the opera in Verona. In 2015 the students went to Belgium, performing in bandstands in Brussels and on the coast. We were also part of the daily commemoration at The Menin Gate in Ypres. In July 2022 we travelled to Belgium again.

In previous years, hundreds of students have participated in our extra-curricular excursions and workshops. These have included trips to watch the musicals 'Matilda' and 'Wicked' and the Bournemouth Symphony Orchestra's 'Williams vs Zimmer' film music concert. We have also hosted workshops with a world renowned acapella group, world famous vocal coaches, and industry professionals. We have hosted a week-long residency with 'Yaaba Funk' a professional African fusion band and held a week-long Indonesian Gamelan orchestra residency, these opportunities working with local music company ActionTrack. In September 2019 we welcomed The Royal Marine brass band to The Castle School - another fantastic opportunity working with Somerset Music.

Sporting Activities

As well as offering opportunities for competition, sports activities provide opportunities for students to improve social, mental and physical wellbeing. Students can take part in a wide variety of activities, either for personal satisfaction, or competition at inter-house or inter-school level. The school's extensive enrichment programme will challenge students of all abilities and levels with practices that are offered before school, at lunch time and after school, every day of the week. Our fixtures against other schools usually take place after school and we compete against other local state and independent schools. House sport takes place regularly during the lunch hour or during the school day.

TEACHING STAFF
(As at September 2023)

ENGLISH

Mrs Ann Copsey
Mr Phil Crawford
Mrs Katie Dorey
Mrs Fiona Fomes
Miss Eleanor Ford >
Mr Theo Hawkins
Mrs Louise Jones
Mrs Sarah Lambert
Mrs Michaelia Matthews
Miss Mary Singleton
Mrs Nicola Whysall (Head of Faculty)

EXPRESSIVE ARTS

Mr Nic Adams (Head of Faculty and Head of Music)
Miss Julia Hill
Miss Polly Leech
Miss Gemma Scott (Mat cover for E Summers)
Mrs Eleanor Summers (Mat Leave)
Mrs Alexa Step (Head of Drama)
Mrs Robyn Trust
Mr Jack Walker >
Mrs Sophie Walsh

LEARNING SUPPORT

Mrs Emily Higginbottom (SENDCo)
Mrs Hannah Hughes (Specialist Teacher)
Mr Ted Keay (Assistant SENDCo)
Mrs Nicki Mackenzie (Primary Trained Teacher)
Mr Derek Nevell (Teacher for SEMH)

MODERN LANGUAGES

Miss Leticia Andres
Mr Simon Floyd (Head of Faculty)
Mr Zonghui Gan
Mrs Louise Hopkins (Second in Faculty)
Mrs Ceri Jones
Ms Flora Medford
Mrs Stephanie Reid

ICT

Mrs Gemma Chapman (Head of Dept)
Mr Jordon Clapp
Mr Mark James
Miss Claire Marney

MATHEMATICS

Mr Jon Berriman
Mr George Buckingham
Mrs Madeleen Davis
Mr Will George (Second in Faculty)
Mr Ted Keay
Mrs Rebecca Murphy

Mr Mark Owen
Mr Michael Pitts
Mrs Izzy Sully (Head of Faculty)
Mrs Victoria Taswell

SCIENCE

Mr Paul Collings (Head of Faculty)
Ms Gemma Coates
Miss Elena Crossan
Mr Stuart Hall
Mrs Stephanie Morris
Mrs Rebecca Putt
Mr Scott Robinson >
Mr Tristan Slade >
Mr Martin Wilkins
Mrs Bethany Woodward (Second in Faculty)

DESIGN AND TECHNOLOGY

Mr John Batchelor (Head of Faculty)
Mrs Sonia Fishlock
Mrs Rebecca Hobson

HUMANITIES

Ms Rachael Bennett
Mrs Tania Brown
Mrs Ewa Burrough
Mr Thomas Coia >
Mr Matt Lowe (Head of Learning)
Mr Sean Marshall (Head of Faculty)
Mrs Marie Norris
Miss Jo Norton
Mrs Louise Stone (Mat leave)
Mr Jack Walker (Second in Faculty)

FOOD

Mrs Penny Adams
Mrs Sonya Bowdler (Head of Dept)

PE

Miss Charlotte Berry
Mr James Boyland
Mrs Sue Bullock
Mr Jordon Clapp
Mrs Chrissi Curno
Mr Ted Keay
Mrs Sarah James (Second in Faculty)
Mr Russell Jones (Head of Faculty)

SLT

Mr James Lamb (Headteacher)
Mr Jamie Wordsworth (Deputy Head)
Mr Dominic Beer (Assistant Head)
Mr Darryl Simpson (Assistant Head)
Mrs Sarah Sherring (Assistant Head)

Key: > ECTs * Trainee Placements

SUPPORT STAFF

School Business Manager	Mr Gavin Duenas
HR & Payroll Officer	Mrs Victoria Walmsley
Finance Team	Mrs Di Parker (Cover)
Headteacher's PA & Office Manager	Mrs Angela Broadway
Receptionists/Admin support	Mrs Lisa Bush Mrs Debbie Lee Mrs Olga Tylman
Welfare Officer	Mrs Annette Horsley
Attendance Officer	Mrs Amanda Holley
Pastoral Support Officers	Miss Kim Ridgway Mrs Helen Jenkins
School Engagement Officer	Mrs Sam Evans
School Counsellor	Mrs Jo Arnold
Examinations Officer	Mrs Nicole Healy
Data Officer	Mrs Julie Slinger
Student Events and Curriculum Co-Ordinator	Mrs Michelle Rolls
NCCE Marketing and Administrator	Mrs Kirsty Lowe
Resources Technician	Miss Ruth Hartley
Librarian	Mrs Janice Dawson
Network/ICT Technicians	Mr Pat Farmer Mr Sam Shire
Trust Branding and Marketing Manager	Mrs Suzanne Ketley
Careers & Work Related Learning	Mrs Julia Corbett
Technology - Senior Technician	Vacancy
Science - Senior Technician	Mrs Carolyn Potton
Food Technician	Mrs Shannon Hoben
Art, Design & Textiles Technician	Mrs Helen Wall
PE Technician	Mr Ben Ellis
Music Technician	Mrs Rachael Sweeting
Cover Supervisors	Miss Laura Daniels Mrs Rachael Still Mrs Sarah Richards
Return to Learning Centre Willow Centre	Mrs Samantha Thomas Mr Damien Brunt
ELSA	Mrs Fiona Douglas
SEND Admin Assistant	Mrs Stacey Male

Learning Support Team

Mr James Appleton
Miss Deborah Baker – Intervention Lead
Miss Joanne Balsom
Mr Matthew Bird
Mrs Shirley Cooling
Mr John Darby
Mrs Rhoda Groody
Mrs Tracy Hockey
Mr Jake Morcom
Mr Daniel Ocom
Miss Millie Robinson
Mrs Judit Stoneman

Premises Manager
School Site Supervisor
Caretaker
Assistant Caretaker
Premises Assistant

Mr Dave Bowen
Vacancy
Mr Arthur Evans
Mr Adam Boreham
Mr Neil Martin

Lettings (Connect) Manager
Sports Centre Assistant
Sports Centre Assistant
Sports Centre Assistant
Sports Centre Assistant

Mr Ben Ellis
Mr Max Briggs
Mr Eddie Briggs
Mr Charlie Rendell
Mr Alex Stenhouse

Catering Team

Mr Pete Hartnell (Catering Manager for 3 sites)
Miss Andrea Mary (Head of Kitchen)
Miss Daisy Arthur
Mrs Debora Baker
Mrs Sarah Betteridge
Miss Kirsty Matthews
Miss Pamela Perez
Miss Diana Osorio

Adults and Specialists who regularly attend the Castle School

Joanne Arnold	<i>School Counsellor</i>
Francesca Reed	<i>Education Safeguarding Officer</i>

Visiting Instrument Teachers

Stephanie Berner - Singing
Glyn Bowen – Brass
Jean Broadbent - Piano
Sean Cosgrove – Electric/Acoustic Guitar
Sam Felton – Drum Kit/Percussion
Sue Francombe – Woodwind
Julia Hurley - Violin
Tom Lloyd – Drum Kit/Percussion
Nick Thomas – Flute/Piano
Carolyn Tudor – Woodwind



The Castle Partnership Trust

ACHIEVE | BELONG | PARTICIPATE

Privacy Notice (How we use your personal data)

The Castle Partnership Trust needs to use data on pupils in order to be able to keep you safe and deliver the best education possible. Only essential data is held, and we always follow the law when we collect use, store, and share your data.

You have a legal right to be informed about how our Trust uses any personal information that we hold about you. This privacy notice explains how we collect, store, and use personal data about you.

The Castle Partnership Trust is the 'data controller' for the purposes of data protection law. Our Data Protection Officer (DPO) is Amy Brittan (see 'Contact' below).

The personal data we hold about you

We hold some personal information about you to make sure we can help you learn and look after you when you attend a school in our Trust.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes but is not limited to:

- your contact details
- assessments of your work
- your attendance records
- your characteristics, like your ethnic background or any special educational needs
- any medical conditions you have
- details of any behaviour issues or exclusions
- photographs
- details of where you go when you leave us at 16
- CCTV images
- Biometric Data (from your thumbprint) where consent has been given

The personal data we hold about your parents

We hold some personal information about your parents to make sure we can help you learn and look after you at school.

- contact details

- payment details (for nursery fees)
- we may also hold some information about your parents if you have a safeguarding folder

Why we use this data

We use this data to help run the School and Trust including to:

- get in touch with you and your parents when we need to
- check how you're doing in all subjects and work out whether you or your teachers need any extra help
- provide remote learning opportunities during periods of lockdown
- track how well the School and Trust is performing
- look after your wellbeing

Our legal basis for using this data

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing your information are:

- we need to comply with the law (*Article 6(1)(c) of UK GDPR*)
- we need to use it to carry out a task in the public interest (in order to provide you with an education) (*Article 6(1)(e) of UK GDPR*)

Sometimes, we may also use your personal information where:

- you, or your parents/carers have given us permission to use it in a certain way (*Article 6(1)(a) of UK GDPR*)
- we need to protect your interests (or someone else's interest) e.g., in a life-or-death situation (*Article 6(1)(d) of UK GDPR*)

We may also collect and use information about your health or other protected characteristics such as your religion or ethnicity. These are special categories of personal information, and we will only collect and use it when it is necessary for public health, e.g., protecting against serious threats to health. The legal basis here is *Article 9(2)(i) of UK GDPR*.

Public Health England also has special permission from the Secretary of State for Health and Social Care to use personally identifiable information without your permission where this is in the public interest. This is known as 'Section 251' approval and includes the use of the information collected by NHS Test and Trace to help protect the public from coronavirus. The part of the law that applies here is Section 251 of the National Health Service Act 2006 and the associated Health Service (Control of Patient Information) Regulations 2002.

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

Collecting this information

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data. We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

Data sharing

We do not share personal information about you with anyone outside the school or Trust without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

Who we share with	Why we share
Our local authority	To meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions
The Department for Education	We have to do this by law. This data sharing underpins school funding, educational policy and funding
Your family and representatives	To ensure that they know how you are doing and to protect your welfare
Other schools after you leave our Trust	We will transfer your pupil record, which consists of basic information, assessment data, any educational support, and any safeguarding records. We may share some information in advance if it will enable your next school to provide effective and timely support
Police forces, courts, tribunals and security services	As we are required to by law
Educators and examining bodies	To ensure that you are entered for exams and your results are recorded
Health and social welfare organisations	Such as the school nurse and the Education Welfare Officer to help look after your health and wellbeing

Providers of electronic learning resources	To allow you to use their resources in class and at home
Google Classroom	A suite of online tools that can be used by the school. The tools include a class 'blog', the ability for us to set tasks for learners and provide feedback. It has online software including Google versions of Word, PowerPoint and Excel.

Youth support services (over 13 settings only)

Once you reach the age of 13, we are legally required to pass on certain information about you to Somerset County Council youth support services, as it has legal responsibilities regarding the education or training of 13-19 year olds.

This information enables the Council to provide youth support services, post-16 education and training services, and careers advisers.

Your parents/carers, or you once you're 16, can contact our Data Protection Officer to ask us to only pass your name, address and date of birth to Somerset County Council youth support services

International transfers of personal data

We have audited where we store all the personal data processed in the School/Trust and by third party services. If a third-party service stores data in the EU or US, we have ensured that safeguards such as standard contractual clauses are in place to allow the safe flow of data to and from the School.

How we store this data

We will keep personal information about you while you are a pupil at a school in our Trust. We may also keep it after you have left the Trust, where we are required to by law. If you leave us mid-year or move to a new school outside of the Trust, we will transfer your pupil record to your next setting.

Our record retention schedule/records management policy is based on the [Information and Records Management Society's toolkit for schools](#) and sets out how long we keep information about pupils.

National Pupil Database

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#), (NPD) which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Your rights

How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a 'subject access request'. Your parents may make this request on your behalf. If we think you are able to understand your rights and what they mean, we may ask your permission before providing information to your parents.

If we do hold information about you, we will:

- give you a description of it
- tell you why we are holding and using it, and how long we will keep it for
- explain where we got it from, if not from you or your parents
- tell you who it has been, or will be, shared with

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- say that you don't want it to be used if this would cause, or is causing, harm or distress
- stop it being used to send you marketing materials
- say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- claim compensation if the data protection rules are broken and this harms you in some way
- let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)

You may also ask us to send your personal information to another organisation electronically in certain circumstances. If you want to make a request, please contact our Data Protection Officer (see 'Contact').

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our Data Protection Officer. You can also complain to the Information Commissioner's Office in one of the following ways:

- report a concern online at <https://ico.org.uk/concerns/>
- call 0303 123 1113
- write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer: dposchools@somerset.gov.uk

(Privacy Notice last updated September 2022)