



**Castle View Academy**

The best in everyone™

Part of United Learning



# Parent Handbook

Taking you step-by-step through starting school



# Welcome to Castle View Academy

## Christian Down, Principal, says...

A very warm welcome to Castle View Academy: a purposeful, ambitious and welcoming learning community in which students, staff and parents work together to ensure outstanding outcomes for our young people.

Castle View Academy seeks to give students an outstanding educational experience.

We are acutely aware that every young person gets 'one shot' at education and we must make it the very best for everyone. At Castle View Academy the goal for our students is to gain rich and varied experiences that enable them to apply to the University or apprenticeship of their choice.

### High Expectations

We believe you will be impressed by our high expectations, quality of teaching, vibrant learning environment and our motivated students.

### Forms for You to Complete

We need some information from you, so please follow the steps in this handbook and return your completed forms to the Academy or complete them online via our website.

### Information

In this handbook, you will also find lots of useful information and the answers to some frequently asked questions. If you have any questions that are not answered, please contact the Academy office on 023 9237 0321 and we will be happy to help!

### Partnership

I look forward to working in partnership with you and getting to know you and your child.

## STEP 1: Student Personal Information

Castle View Academy

Legal Surname:	Legal Forename(s):
Preferred Surname:	Preferred Forename(s):
Middle Name:	Date of Birth:
Address:	Gender: Male / Female (Please circle)
Town/City: Post Code:	Preferred Gender if different:
Email:	Home Telephone Number:

Parent/Guardian contact details – please supply details of all persons who have parental responsibility

Priority 1 Contact details	Priority 2 Contact details
Name: ( ) Mr ( ) Mrs ( ) Ms	Name: ( ) Mr ( ) Mrs ( ) Ms
Relationship: ( ) Mother ( ) Father ( ) Guardian	Relationship: ( ) Mother ( ) Father ( ) Guardian
Date of Birth:	Date of Birth:
Address:	Address:
Town/City:	Town/City:
Postcode:	Postcode:
Telephone Numbers:	Telephone Number:
Mobile:	Mobile:
Email:	Email:
Work:	Work:

Please provide additional emergency contact numbers in case of illness or accident

Priority 3 Contact Details:	Priority 4 Contact Details:
Name:	Name:
Relationship:	Relationship:
Telephone Number:	Telephone Numbers:
Mobile:	Mobile:

Does your child have any brothers or sisters in Castle View Academy? If so, please state:

Name (s):	Year:

Child's previous school

School Name:	Address:
Start Date:	Leaving Date:

Travel Arrangements: Please indicate your first choice of transport

( ) Walk ( ) Bicycle ( ) Car/Van ( ) Dedicated school bus ( ) Public bus ( ) Taxi ( ) Other

Meal Arrangements: Please specify options from the list below:

Type of Meal	Monday	Tuesday	Wednesday	Thursday	Friday
Academy Meal					
Packed Lunch					

Please state below any special dietary needs your child may have eg: Allergies, vegetarian, no pork etc.

Is your child in receipt of free school meals?	( ) Yes ( ) No

Medical Information: (Please also complete Medical Needs section)

Medical Practice / GPs Name:	Address:

Student's Name: .....

Ethnic Background: Please tick one box only to indicate your child's ethnic background			
White:	<input type="checkbox"/> Any other white background <input type="checkbox"/> White British <input type="checkbox"/> White Irish	Mixed:	<input type="checkbox"/> Any other mixed background <input type="checkbox"/> White and Asian <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean
Asian or Asian British	<input type="checkbox"/> Any other Asian background <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani	Black or Black British	<input type="checkbox"/> Any other black background <input type="checkbox"/> Black African <input type="checkbox"/> Black Caribbean
Chinese	<input type="checkbox"/> Chinese	Other Ethnic Background	<input type="checkbox"/> Any other ethnic group <input type="checkbox"/> Gypsy/Roma <input type="checkbox"/> Traveller of Irish Heritage

About the languages your child speaks:	
<b>Home Language</b> (language spoken at home)	<b>Second Language Spoken</b>

National Identity – Please circle	
Welsh	English
Scottish	Irish
British Other	Other (please state)

Country of Birth and Nationality	
Country of Birth: (where born)	Your child's Nationality: (the country that has /or will issue a passport for your child)

Religion: Please indicate by circling one of the following
Christian / Jewish / Hindu / Muslim / Sikh / Buddhist / Other / None / Refused
If any other religion please state which:

## OTHER INFORMATION

Special Needs
Does your child have any Special Educational Needs <input type="checkbox"/> Yes or <input type="checkbox"/> No
Please state below which Special Educational Needs your child has:

Service Children in Education
Are you a Services family

This information was provided by: Parent/Carer (please indicate which)

Parent/Carer signature: .....

## MEDICAL INFORMATION

Name & Address of Family Doctor:	
Doctor's Telephone No:	
Student's NHS No:	
Does your child have a known medical condition?	If Yes, Mrs Levers will contact you to discuss further in order for your child to be supported in the Academy.
(if Yes, please give details together with medication/management/care plan details. Continue on separate sheet if required)	

HAS YOUR CHILD HAD ANY OF THE FOLLOWING:	Please ✓			
Asthma or Bronchitis	Yes		No	
If Yes, do you give permission to give emergency school inhaler? If Yes, complete enclosed form.	Yes		No	
Heart Condition	Yes		No	
Fits, Fainting or Blackouts	Yes		No	
Severe Headaches/Migraine	Yes		No	
Diabetes	Yes		No	
If Yes, is this controlled by diet or insulin	Diet		Insulin	
Allergies to Any Known Drugs	Yes		No	
Any Other Allergies, e.g. Material, Food, Medicine	Yes		No	
If Yes, do they carry an EpiPen?	Yes		No	
Other Illness or Disability, i.e. Epilepsy	Yes		No	
Bed Wetting	Yes		No	
Travel Sickness	Yes		No	
If the answer to any of these questions is YES please give details in the space opposite:				
<u>Immunisation Status:</u> Has your child received vaccination against Tetanus in the last five years?	Yes		No	
Is your child receiving medical/surgical treatment of any kind from either your family Dr or Hospital?	Yes		No	
If the answer to either of these questions is YES please give the details here: (including dosage of any medicines/tablets).				
<b>Do you require and give permission for the Academy to administer prescribed medicines to your child?</b>	Yes		No	
If Yes, medicines must be given to Mrs Levers clearly labelled with your child's name and dosage.				
<b>Do you give permission for your child to carry his/her own prescribed medicine?</b>	Yes		No	
<b>Paracetamol</b>				
<b>Do you give permission for your child to be given Paracetamol if required at school?</b>	Yes		No	
If yes, then please be aware that the Academy <u>DOES NOT</u> provide paracetamol and parents/carers are required to provide the Academy with a box of paracetamol clearly labelled with your child's name. These will be kept in the medical room and administered by Mrs Levers as required.				

(Please contact Mrs J Levers on 02392 322452 if you could like to discuss your child's medical condition).



## Spare Inhaler

The law has changed so as to allow schools to hold a spare salbutamol inhaler for emergency use, provided that parental consent has been given for its use in an emergency, should your child's own inhaler not be available. We know that 86% of children have been without their own inhaler because it was lost, forgotten, broken or had run out. Previous legislation meant it was illegal for schools to have a spare emergency inhaler to use in the event of a potentially life-threatening asthma attack.

## Supply

Schools can buy inhalers and spacers (these are enclosed plastic vessels which make it easier to deliver asthma medicine to the lungs) from a pharmaceutical supplier, such as a local pharmacy, without a prescription, provided the general advice relating to these transactions are observed. Schools can buy inhalers in small quantities provided it is done on an occasional basis.

## Asthma Medication

**Blue Reliever Inhalers** - The most common asthma medications seen in school are blue reliever asthma inhalers, used by the majority of students. Blue reliever inhalers give immediate relief from asthma symptoms by dilating the small airways, opening up the air passages and making it easier to breathe.

**Brown Reliever Inhalers** - This protective effect builds up over a period of time so they need to be taken every day (usually morning and night).

I would be extremely grateful if you could sign and return this form if you agree to allow us to administer this medication in an emergency.

Yours sincerely



Mrs Jeanette Levers  
First Aid/Welfare

## CONSENT FORM – CASTLE VIEW ACADEMY

### USE OF EMERGENCY SALBUTAMOL INHALER

Child showing symptoms of asthma / having asthma attack

1. I can confirm that my child has been diagnosed with asthma/has been prescribed an inhaler [delete as appropriate].
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the Academy for such emergencies.

Child's Name:

Year/Tutor:

Signed (Parent/Carer):

Date:

Print Name (Parent/Carer):

## STEP 4: Data Collection Form Academic Year 2019-20

## Castle View Academy

As part of running the school, Castle View Academy will use photos of our students in our electronic systems, in classroom displays and from time to time, photos and film may be taken as part of a lesson or project. The Academy may also use pupil photos for marketing and publicity purposes. We will only use photos or films of your child for such purposes if you have completed and signed this form.

By signing this form, you will give consent for Castle View Academy to take/use photographic images for the duration of your child's time at Castle View Academy unless you inform us, in writing, otherwise.

You may withdraw your consent at any time. If you wish to do so please write to Mr J Webb, Assisstant Principal at Castle View Academy. Please Note: On receipt of such a notification we will no longer take/use photographic images of your child. We will be unable to go back and delete images already in use.

I hereby consent to the Academy and ULT using photos of my child \_\_\_\_\_ (insert name)

On the Academy's website	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
On ULT's website	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
On social media	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
On ULT's intranet (the Hub)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
In the Academy prospectus	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Allow use by Third Party	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Solely for educational purposes to support learning of your child eg reward system EPRAISE
Press Release*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	See * below
Use of Child's Full Name	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Permission to use your child's full name against an image being used
School Productions	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	

☐ I request that no photographic images are taken of my child

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Relation to Pupil: \_\_\_\_\_

#### \* Permission form for press releases

From time to time, we may wish to celebrate your child's achievements/trips/activities at school by printing stories in the local press, but we will only include your child in these articles with your consent as detailed above. Press deadlines often mean that there isn't time to collect consent at the point when a story is to be printed. Therefore, if you are happy for your child to be included in press articles about the Academy, please let us know by filling in this form and returning it to the Academy.

Signed (Parent/Carer): \_\_\_\_\_ Date: \_\_\_\_\_

The data controller for personal information held by Castle View Academy is United Learning Trust (ULT). ULT is registered with the Information Commissioner's Office (ICO). The registration number is Z7415170.

The Company Secretary, Steve Whiffen, is responsible for ensuring that ULT complies with the Data Protection Law. He can be contacted on [company.secretary@unitedlearning.org.uk](mailto:company.secretary@unitedlearning.org.uk) or 01832 864538.

Castle View Academy is responsible for ensuring that the Academy complies with ULT's policies and procedures in relation to Data Protection. Castle View Academy contact is Mr J Webb and he can be contacted on 02392 370321. For further information regarding how ULT uses personal data please refer to the privacy notice on our website.

## INTERNET ACCEPTABLE USE POLICY

Authorisation to use the Academy's IT systems/personal systems on school premises will be specific to an individual. Any password, authorisation code, etc. given to a user will be for his or her use only, and must be kept secure and not disclosed to or used by any other person.

Users are not permitted to use Academy IT or network facilities for any of the following:

- Any unlawful activity;
- The creation, transmission, storage, downloading or display of any offensive, obscene, indecent, or menacing images, data or other material, or any data capable of being resolved into such images or material;
- The creation or transmission of defamatory material about any individual or organisation;
- The sending of any e-mail that does not correctly identify the sender of that e-mail or attempts to disguise the identity of the computer from which it was sent;
- The sending of any message appearing to originate from another person;
- The transmission, without proper authorisation, of e-mail to a large number of recipients, unless those recipients have indicated an interest in receiving such e-mail, or the sending or forwarding of e-mail which is intended to encourage the propagation of copies of itself;
- The creation, access or transmission of material in such a way as to infringe a copyright, moral right, trade mark or other intellectual property right.

Gaining or attempting to gain unauthorised access to any facility or service within or outside the Academy, making any attempt to disrupt or impair such a service, or the deliberate/reckless undertaking of activities may result in the following:

- The waste of staff effort or network resources, including time on any system accessible via the Academy's network;
- The corruption or disruption of other users' data or work;
- The violation of the privacy of other users;
- The introduction or transmission of a virus into the network;

Also note the use of any proxy avoidance sites is expressly forbidden and correspondence via email is not guaranteed to be private.

### Specific Requirements of the Policy:

- Student on-line activity and use of mobile technology will be monitored in order to guard against any misuse. Castle View Academy also reserves the right to report any illegal activities to the appropriate authorities where there has been serious misuse.
- Student data/information must never be shared with other students.
- Representing personal opinions as those of Castle View Academy is expressly prohibited.

**In summary, Academy systems, the internet and email must be used by students and staff in a responsible and sensible manner. These systems are installed SOLELY to support learning and must be used for learning purposes.**

Please read each of the statements below and ✓ against each one to indicate that:			
<input type="checkbox"/>	I will notify the Academy if any of my child's contact details change.		
<input type="checkbox"/>	I will notify the Academy if any of my child's medical details change.		
<input type="checkbox"/>	I give permission for my child to be given emergency first aid by a trained member of staff/medical professional.		
<input type="checkbox"/>	I will contact the Academy should my child be absent for any reason and provide medical evidence where necessary.		
<input type="checkbox"/>	I have read and agree to comply with Castle View Academy's Internet Acceptable Use Policy. As the parent or legal guardian of the above-named student, I grant permission for them to use the internet. I understand that students will be held accountable for their own actions. I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for him/her to follow when selecting or researching information. I also allow him/her to use Email provided by the Academy.		
<input type="checkbox"/>	I have read the section on the Academy's position for taking photographic images.		
Parent/Guardian Signature:		Date:	
Parent/Guardian Name:		Please Print	

All Student Data forms are CONFIDENTIAL, and information will only be used in the interest of the child	For office use only			
	Admin	Initials:	Date:	
	JLE	Initials:	Date:	
	TTH	Initials:	Date:	
	Finance	Initials:	Date:	
	IT Dept	Initials:	Date:	



## Academy Responsibilities

**We acknowledge our responsibility to support parents in their task of nurturing their children within a caring community, enabling them to fully realise their full potential when they leave us.**

Therefore, the Academy will:

- Provide a friendly welcome to your child and a secure, stimulating, moral environment in which to learn;
- Ensure that your child is valued for who he/she is and helped to make good progress in their spiritual, moral, emotional and academic development;
- Treat your child with the dignity and respect they require;
- Do our utmost to provide the best possible education we can for your child, through enthusiastic teaching which is rooted in our values and our skills;
- Ensure that the education provided for your child is tailored as best as possible by using good assessment recording and tracking strategies;
- Provide you with information about your child's progress and provide you with opportunities to talk to teachers;
- Keep you well informed about Academy policies and activities through regular letters and newsletters;
- Set, mark and monitor homework suitable to your child's needs;
- Contact you if there is a problem with your child's attendance or punctuality;
- Inform you of any concerns regarding your child's behaviour, work or health;
- Challenge your child to strive for the highest standard of personal, social and intellectual development and aim for excellence in all they do.

Name: Christian Down



Principal

Date: June 2019

## Parent/Carer Responsibilities

**As parents/carers, we acknowledge that we are the primary educators of our children and have an irreplaceable role to play in supporting our children's learning at Castle View Academy.**

Therefore I/We will:

- Ensure that my child attends every day, on time, in correct Academy uniform and suitably equipped;
- Ensure that family holidays are taken outside of term time;
- Inform the Academy of any concerns regarding my child's learning or welfare;
- Give my child opportunities for home learning and support my child in the completion of homework. Check my child's planner daily and sign my child's planner on a weekly basis;
- Ensure that my child attends extension classes as timetabled and support my child's attendance at catch up detentions or programmes, should my child miss a class;
- Support all Academy initiatives which enable my child to reach their full potential, including revision classes and extra-curricular classes and ensure that my child is available for revision and catch up sessions;
- Support the Academy's policies and guidelines for behaviour including isolation, roll call, Saturday detentions and after school detentions;
- Give consent on the Data Collection Form, to the use of photographic images on the Academy's electronic systems, in classroom displays and from time to time to photos and film being taken as part of a lesson or project. I will notify the Academy if I wish to withdraw my consent at any time;
- Ensure that my child follows the IT Acceptable Use policy and follow e-Safety guidelines.

Name (please print): \_\_\_\_\_

Signed (Parent/Carer): \_\_\_\_\_

Date: \_\_\_\_\_

## Student Responsibilities

**I acknowledge the different and unique talents which I have been given and my responsibility to use them wisely.**

Therefore, I will:

- Ensure that I attend every day, on time, in correct school uniform and suitably equipped;
- Be equipped for learning – pencil case, pen, pencil, ruler, calculator and school bag;
- Help keep our Academy free from litter and respect the school environment and property;
- Share my feelings honestly and politely and show consideration for others in the Academy;
- Behave sensibly so that we can be happy and safe as we learn;
- Attend isolation, detentions and other sanctions as deemed fit;
- Think for myself and take responsibility for my actions;
- Attend all extension classes, revision classes and extra-curricular classes as timetabled or deemed necessary;
- Do all my class work and homework to the best of my ability;
- Keep my planner up to date by entering all homework and any other information that is necessary, and by signing it every week. It is my responsibility to ensure my planner is signed by my parent(s)/carer;
- Observe all Academy rules and treat everyone with respect;
- Avoid all physical contact with other students;
- Not use my mobile phone whilst at in the Academy;
- Not access social media sites in the Academy;
- Always represent the Academy to the best of my ability;
- Accept punishment for actions that fall below the accepted standard outside of Academy hours and away from the site.

Name (please print): \_\_\_\_\_

Signed (Student): \_\_\_\_\_

Date: \_\_\_\_\_



# Key Information

## What are our Academy times?

- Roll call and start of the day: 8.30am
- Morning break: 10.50am -11.10am
- Lunch break: 12.55pm -1.25pm
- Roll call and end of day: 3.05pm -3.15pm

## Attendance and Punctuality

### 'Miss School, Miss Out' Campaign

It's important to ensure that each child attends school regularly. Evidence shows that children who do so are more successful, not only in school, but in all areas of life. Missing school means not only missing out on lessons, but also clubs, friendships, careers support, trips and all the other opportunities the Academy has to offer. If children understand the importance of regular attendance from an early age, it helps them to maintain that attitude throughout their school life and into their work life. At Castle View Academy we wish to work in partnership with parents and carers and so are seeking your full support in ensuring that your child attends the Academy every day and on time.

### Monitoring Attendance

Castle View Academy monitors attendance carefully and will contact you if your child's attendance causes concern. As a parent/carer you are committing an offence if you fail to ensure that your child attends the Academy regularly and punctually, even if they are missing the Academy without your knowledge. It is important that parents/carers monitor single day's absence, as these days soon add up to weeks.

At Castle View Academy we reward students who attend the Academy each day and whose attendance is improving. Students are also rewarded for good punctuality.

### Responsibilities of Parents and Carers

As a parent/carer it is your responsibility to ensure the following:

- Your child attends Castle View Academy daily and is punctual
- Contact Castle View Academy (tel: 02392 370321) on each day of unavoidable absence by 8:30am, earlier where possible
- Arrange medical or dental appointments outside of Academy hours
- Inform Castle View Academy of any future appointments in advance

- Provide medical evidence by way of appointment cards or appointment letters
- Attend meetings if requested with regards to attendance or lateness as appropriate

If you do not contact Castle View Academy, we will either phone you to find out why your child is not in school or a text will be generated to your registered mobile phone contact number informing you that your child has failed to attend the Academy. This is a safeguarding procedure.

## Holidays

Requesting Leave of Absence must be done in writing (the form is available on our website) to the Principal. Approval will only be considered under exceptional circumstances and the Principal will ask for specific appropriate evidence. Cheaper holiday dates, visiting relatives here or abroad and limitations on parents' leave entitlement are not deemed exceptional circumstances. If Leave of Absence is taken without authorisation, parents/carers are likely to be subject to a Fixed Penalty Notice from Portsmouth County Council.

Parents/Carers should not take students out of the Academy in the period before or during examination season as this places students at a serious disadvantage which is why this leave will not be approved.

## Uniform

A high standard of personal appearance is expected of all students at all times. Students found wearing accessories or items of clothing that are not in line with the Uniform Policy will have the item confiscated.

### Our Uniform

- Academy logo blazer \*
- Academy logo jumper (optional)\*
- Black formal leather or leather look shoes – these should be void of any decoration (metal buckles, coloured parts etc)

### Girls

- Bedford check pleated skirt\* and white cotton reversed blouse (square corners)
- OR dark grey/charcoal trousers\* with a long sleeve button shirt and tie\*
- Black tights or black knee lengths socks

### Boys

- Dark grey/charcoal academy trousers
- Long sleeve white cotton shirt
- Academy tie\*
- Black socks
- Black belt (if required) – no designer buckle

### Guidance for the Appearance of Students

#### Shoes

Trainers may only be worn for PE and must not be worn to/from the Academy unless cycling. Shoes with open toes, sling backs or no back are unsuitable, as is fabric or other flimsy shoes.

#### Make-Up

Students are only permitted to wear light, un-noticeable makeup and false eye lashes/ nails are not allowed.

#### Hair Styles

Hair styles must not be shorter than grade 2. Hair must be a natural colour. Hair bands, if worn, should be either navy blue or black. No shaved styling – tram lines, zig zag, etc. Wigs are not allowed (unless there is a medical reason). Religious headwear must be black/navy and plain in style.

#### Nail Varnish

No nail varnish or nail extensions or decorations are acceptable at any time.

#### Earrings and Other Jewellery

One plain gold/silver stud may be worn in each lobe if ears are pierced, but these must be removed or completely covered for all forms of physical education. No other facial/body piercings or stretchers are allowed. A watch is permitted as are items of religious significance – crosses, Stars of David, etc. (which should be on a long chain such that nothing is visible).

#### Hoodies

Hoodies are not acceptable at any time. This includes the wearing of a hoodie to and from the Academy.

#### Caps/Hats/Other Headwear

No headwear will be worn inside the Academy buildings except religious garments that must be plain black/navy in colour. Baseball caps are not permitted and will be confiscated if seen anywhere on the Academy site.



## School Bag

ALL students must have an adequate bag for carrying books.

### PE Kit

- Academy logo unisex polo shirt with sky blue side stripe\*
- Navy shorts or skort (girls)\*
- Sky blue football/hockey socks (knee length) for outdoor sports/matches
- Navy/black tracksuit bottoms/non-branded sports leggings
- Shin pads for football (strongly recommended)
- Gum shield for rugby (boys) -strongly recommended

Please ensure all items of uniform are named. We recommend that woven name tapes should be used where possible.

### Where to Buy

Items marked \* can only be purchased from Penelope Ann Schoolwear: Penelope Ann, 34-36 Tangier Rd, Portsmouth PO3 6JN. Non-logo items can be purchased from any local retailer such as supermarket clothes sections etc.

## Equipment

All students are expected to have the following stationery in school every day:

- 2 green pens
- 2 black pens (no blue pens)
- 2 pencils
- 30 cm clear plastic ruler
- Large clear plastic pencil case
- Eraser
- Highlighter
- Protractor
- Sharpener
- Scientific calculator (we recommend a Casio FX85)

Stationery is checked twice a week at random times.

## Food in the Academy

### Academy Dinners

Children have the choice of bringing a healthy packed lunch or having a Academy dinner. Academy meals are provided by 'Caterlink', who offer a wide range of nutritional main meals plus a varied range of breakfast items and 'grab-and-go' snacks. Menus are available to view on our Academy website under the 'Information' section.

### Dinner Money

The Academy is going Cashless from September 2019. Please visit the website for more information.

### Packed Lunch

If you decide to give your child a packed lunch, please choose healthy options. We do not use nuts in school meals. Please ensure that you do not give your child packed lunches that contain nuts, particularly peanuts, in any form, e.g. peanut butter, Nutella etc.

### Break Time and Drinks

Students may bring a healthy snack to eat at break time. Chewing gum, sweets and chocolate bars are not allowed in the Academy.

We encourage children to drink regularly to remain fit and healthy so please ensure your child comes to school with a bottle of water. Flavoured water is acceptable, however no other drink is allowed. We will confiscate any liquids that are not water.

### Free School Meals and Pupil Premium

You can make an application for free school meals online by following the link on our Academy website within our 'School Meals' section to access the Portsmouth County Council application form.

The Government makes this funding available for any students receiving free school meals (now or anytime in the past 6 years) and other disadvantaged students (looked after children and children of service families) in order to close the achievement gap and promote inclusion between these groups. In 2018-19 the Academy was allocated £329,120 through pupil premium funding. This funding supports 352 students, 61% of the current cohort. We therefore encourage parents to apply and/or confirm to us if they have ever qualified for free school meals.

## Homework

Homework is important because it helps our students develop the self-discipline of working independently and gives them the opportunity to regularly practise using the new knowledge they have covered in class. Because we recognise that students have evening and weekend commitments, any homework set will be given at least one week to be completed. A record of all homework set can be found on [www.showmyhomework.co.uk](http://www.showmyhomework.co.uk). All students have a login for this site and parents/carers can also log in to check what work has been set.

Our maths department sets their homework via [www.hegartymaths.com](http://www.hegartymaths.com) and students are expected to complete their maths homework on this website.

## Behaviour for Learning

By setting the highest expectations in terms of learning, behaviour, attendance and appearance, our students develop a deep sense of purpose. We operate a 'no excuses' policy regarding disruption-free learning. As a result, Castle View Academy provides a happy, calm and confident environment in which students make excellent progress and achieve strong exam results. Our Tutors are supported by other senior members of staff and by an Assistant Principal which means there is always someone on hand to meet a student's needs. We focus on allowing individuality to flourish and on nurturing personal development. This encourages students to feel empowered; to achieve their goals; to develop as scholars and to grow as individuals. Effort and success in all aspects of Academy life are celebrated through a range of rewards and events. We very much believe that students are powerful agents for change.

## E-Praise

At Castle View Academy we believe in rewarding students for their hard work and effort. We do this by awarding E-Praise points which students can collect and then exchange for rewards from our E-Praise shop.

These rewards include: baking experiences, hot chocolate with the Principal, vouchers, stationery or makeovers.

## Guided Reading

It's been scientifically proven that reading plays a big role in determining the outcomes for every student. At Castle View Academy, each student is expected to engage in guided reading 3 days a week by reading with their tutor group from the same text, which is the same for the whole year group. Reading together not only improves vocabulary, but also exposes our students to a range of ideas and challenges them to think outside of the box.

## Bus Pass and Locker Forms

Application forms for lockers are available on our website or via Reception. Application forms for bus passes can be collected from Reception.

# Frequently Asked Questions

Here are our answers, to what we find, are the most frequently asked questions. If you have any questions that are not answered here, please contact the Academy office and we will be happy to help!

## What is roll-call and how does it work?

Each day, our Academy begins and ends with 'roll call'; an opportunity for our community to come together and celebrate success in a disciplined environment.

Every morning and afternoon, students line up in their tutor groups and engage with tutors about what went well for the day and what can be improved for tomorrow. We also check equipment and CV Proud cards during this time.

## What happens if my child is late?

Students are expected to be in the Academy by 8:25 as our morning whistle blows at 8:29. By 8:30:59 we close our gates and students who are not in school by this time are deemed late. These students go to the withdrawal room where their details are logged and then they follow their normal school timetable. All students who are late are expected to stay in the Academy until 16:00 on the same day of them being late.

## What is the CV Proud Card and how does it work?

We expect our students to be the very best version of themselves and we encourage them to be #CVProud. All students are issued with a CV Proud card that enables them to showcase exemplary behaviour in and out of the Academy.

## What happens if my child is ill and/or can't attend school?

It is vital that your child is in the Academy every day for every lesson. If a situation arises that makes this impossible, we ask that you ring the Academy as early as possible. If you ring before 8:00, you will be prompted to leave a message or alternatively you can speak to the receptionist after 8:00. You will be contacted by a member of staff to discuss your child's absence.

## What happens if my child falls ill/gets injured at school?

Parents/carers are contacted when their child feels unwell or has seriously hurt themselves, especially if they have bumped their head. Please ensure that your contact details are kept up to date on our records.

## How does the Academy assess my child?

From Year 7-10, students take two formal assessments each year and a 'rank order assessment' grade is generated based on each student's performance in the examination. Students are given a target rank, based on their previous academic ability, and are rewarded for hard work, determination and 'grit'. This rank will also allow us to determine their progress and attainment.

## What happens if there is an emergency and the Academy needs to close?

We always try to keep the Academy open, but occasionally this is not possible. If there is a heavy fall of snow, parents are asked to listen to the local radio and when possible we will also advise parents via email/text and/or the Academy website.

### Collecting Your Child

If Academy closure is announced during the day due to severe weather conditions, every effort must be taken to collect your child as soon as possible. Please have a contingency plan for someone to collect your child if ever you are unable to do so. Please also make sure that we have at least two current contact numbers, in case we need to contact you urgently.

## What do I do if I have a complaint/concern?

If you or your child ever experience problems with our Academy, then please contact your child's tutor as soon as possible. Most complaints can usually be resolved informally. However, in the event that a parent/carer feels dissatisfied, we will provide a copy of the Academy's Complaints Procedure which is also available on our website.





# Working with Parents

## Parental Involvement

We believe that our Academy is successful when it works in partnership with people and organisations that can enhance the quality of education it provides. The most important partnership is with parents. Children make maximum progress when home and school work closely together. We have an 'open door' policy and welcome parents' input.

## Communication with Parents

As we live in an era where mobile communication dominates our lives, all communication will be notified via the following platforms: our twitter feed: @castleviewUL; our Facebook page: @CastleviewUL, our website: [www.castleviewacademy.org.uk](http://www.castleviewacademy.org.uk) and through occasional text messages. For parents new to Twitter, this is a free app available on both Android and Apple platforms. Please also ensure we have a current email address as future communications will take place via email.

## Governance

Castle View Academy is a part of United Learning, whose Trustees hold the ultimate responsibility for the governance of each United Learning school. Castle View Academy is a Local Governing Body. We have effective governance in place which includes:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Principal to account for the educational performance of the Academy and students;
- The performance management of staff;
- Overseeing the financial performance of the Academy and making sure its money is well spent.

## Keeping You Informed

### Parents' Evenings

We offer a range of opportunities for parents/carers to see and hear feedback on their child's progress. These include parents' evenings and progress meeting throughout the academic year when we meet with parents/carers on a more formal basis to discuss their child's development

### News

Our website ([www.castleviewacademy.org.uk](http://www.castleviewacademy.org.uk)) has lots of useful information including news updates, term dates and information on Academy activities.

## The Home Academy Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and teachers are asked to sign a Home Academy Agreement that outlines the intentions of all three parties.





# Policies

## Policies

Why do we need policies?

Policies are vitally important and help us to create quality standards for learning and safety, as well as for expectations and accountability. If you want to know more about the policies we have in place, please visit our website: [www.castleviewacademy.org.uk](http://www.castleviewacademy.org.uk), click on the Information tab and then select Policies.

Key policies

Some of our key policies are:

- Equalities Statement
- Safeguarding and Child Protection
- SEND
- E-Safety
- Behaviour for Learning
- Admissions
- Attendance
- Complaints
- Charging and Remissions
- Exclusion

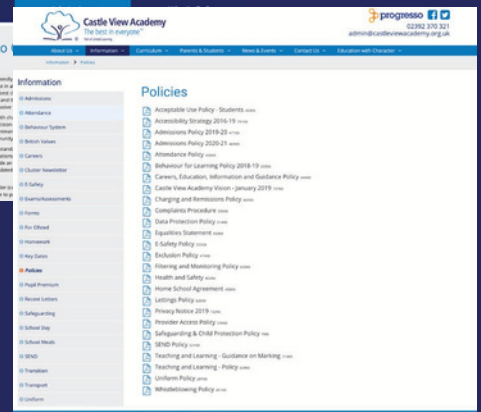


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# 2022/23 Academic Year Term Dates

## Autumn Term 2022

Thursday, 1 September - Friday, 16 December

**Half Term:** Monday, 24 October - Sunday, 30 October 2022

## Spring Term 2023

Tuesday, 3 January - Friday, 31 March

**Half Term:** Monday, 13 February - Sunday, 19 February 2023

## Summer Term 2023

Monday, 17 April - Friday, 21 July

**Bank Holiday:** Monday, 1 May

**Half Term:** Monday, 29 May - Sunday, 4 June 2023

### Inset Days for 2022 – 2023

Thursday, 1 September

Friday, 2 September

Monday, 21 November – school closes at 12:30

Friday, 2 December – school closed all day

Friday, 16 December – school closes at 12:30

Tuesday, 3 January – school closed all day

Monday, 17 April – school closed all day

Friday, 30 June – school closed all day

Thursday, 20 July - school closed all day

Friday, 21 July – school closed all day

## Castle View Academy's Vision

### Our Vision

Our vision is to ensure that every child is able to thrive, develop and succeed in an environment built on the highest standards. In short, our wish for your children is that they achieve their absolute best and become the best that they can be.

### Our Values and Ethos

At the heart of our Academy ethos is seeking 'The best in everyone' through:

- A devotion to the best teaching, every lesson, every day.
- A commitment to exceptional progress for all students from all starting points.
- A desire to develop and cultivate the talent in all.
- A relentless focus on 'disruption free'

learning - enabling all young people to express themselves in a safe, secure and trusting environment.

### Values and Ethos

Our approach is underpinned by a sense of moral purpose and commitment to doing what is right for children and young

people, supporting colleagues to achieve excellence and acting with integrity in all our dealings within and beyond the Academy, in the interests of young people everywhere.

We summarise this ethos as Excellence in All We Do. This ethos underpins our core values:

- Ambition – to achieve the best for ourselves and others.
- Kindness – to treat those around us we want to be treated ourselves.
- Determination – to overcome obstacles and reach success.



# Castle View Academy

The best in everyone™

Part of United Learning

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