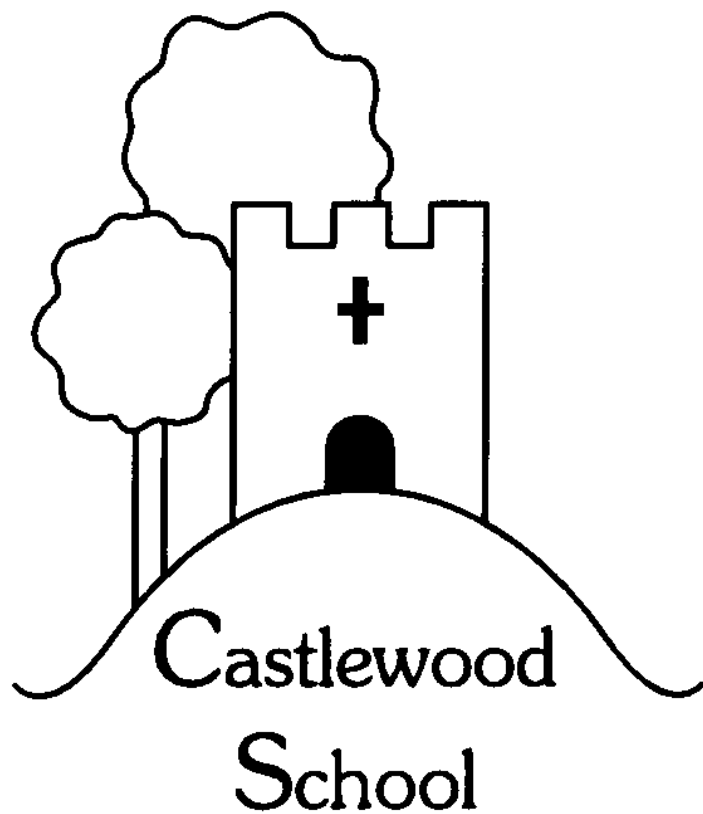
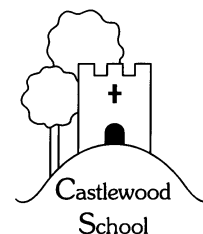


Prospectus 2023/2024



Castlewood Primary School

Castlewood Road, Southwater, West Sussex, RH13 9US



Acting Headteacher: Kirsty Anstee-Brown B.A.(Hons), M.A., PGCE (Cantab)

Tel: 01403 734822 <http://www.castlewood.w-sussex.sch.uk> Twitter: @CastlewoodPrim

Welcome from the Acting Headteacher

I would like to welcome you to Castlewood Primary School and to give you an insight into our school life. Castlewood School is an average sized, one form entry primary school which serves the local community of Southwater. We were inspected in September 2017 and were rated a Good school by Ofsted, commenting on the creation of a culture based on high expectations of achievement and behaviour.

We are a highly inclusive school and aim at all times to provide the best education for every child. We work closely with parents to inform you of progress and achievement in all aspects of your child's school life. The relationship between school and parents is one of the strengths of our school and is much valued by everyone.

We are a friendly, open and approachable school and as Acting Headteacher I pride myself on knowing not only all of the children's names, but their interests and activities both in and out of school.

We have high expectations of teaching and learning and behaviour and are regularly complimented on the attitude and manners of our pupils both in and out of school. Our staff are highly experienced and have the skills to guide and plan high quality learning experiences for your children. They are also supported by experienced teaching assistants across the classes.

At Castlewood, we encourage every child to work hard, to learn, work and play with others, to take pride in their own achievements and to be proud of their school. Children are expected to behave in a responsible and cooperative way and we find that these expectations help children to have both a challenging and enjoyable time in school.

Alongside developing the basic skills of English, Maths and Computing, we believe that our Castlewood Learning Powers and our '5Rs' (reflectiveness, relationships, resilience, risk taking, resourcefulness) are the fundamental life and learning skills that your children will need to prepare them for careers in the future that, as yet, may not even exist.

Here at Castlewood, there is a strong sense of community with our older pupils encouraged to take on more responsibility being prefects, house captains, sports leaders or even Head Pupils to help, support and be positive role models for our younger children.

I hope you enjoy looking through our prospectus to see what life will be like for your child at Castlewood and that it gives you a glimpse of not only the hard work that goes on but the fun we have during these very special years in your child's life. However, pictures and words cannot fully show the special atmosphere of this school and I encourage you to watch our virtual tour on our website and contact us to speak to us in person with any specific questions and queries that we can address.

I warmly welcome you to Castlewood School.

Kirsty Anstee-Brown
Acting Headteacher



Castlewood Primary School

Castlewood Road
Southwater
West Sussex
RH13 9US



Telephone: 01403 – 734822
e-mail: office@castlewoodprimary.co.uk

Age Range
4 – 11 years

Acting Headteacher: Kirsty Anstee-Brown B.A.(Hons), M.A., PGCE (Cantab)

Admission Policy and Arrangements

The admissions policy of this school is common to all County schools in West Sussex. Details of the West Sussex Admission procedures are published on the West Sussex website: www.westsussex.gov.uk/admissions

*You can apply if your child is due to start school in September 2024.
A link to the online admissions system will be available from **9.00am on Monday 2nd October 2023**. The deadline for applications is **Monday 15th January 2024**.*

Education Office

County Hall North
Chart Way
Horsham
West Sussex
RH12 1XH
Telephone: 03330 142 903 Email: admissions@westsussex.gov.uk

The West Sussex Admissions Code states that children may start school either full or part time in the September after their fourth birthday. If parents choose to defer their child or to send them to school part time, they can do this until the term after their fifth birthday if their child was born in the Autumn or Spring Term, but Summer born children have to take up their place full time at the beginning of the Summer term, along with Autumn and Spring born children.

We are always happy to discuss starting school arrangements with you – please give us a call or make an appointment with the Headteacher to discuss any issues you may have. Please contact the school office to arrange a mutually convenient time.



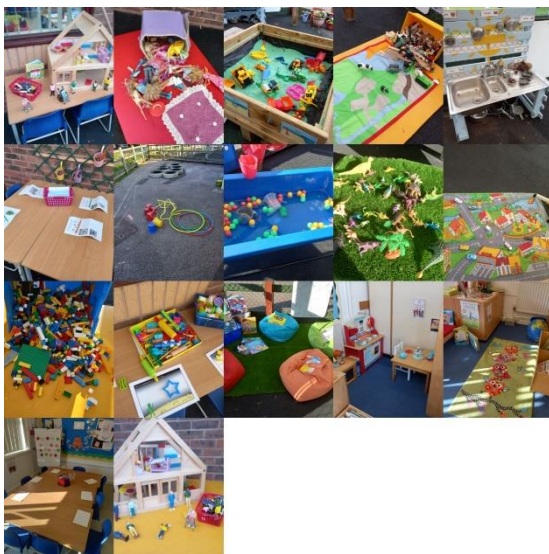
Starting School at Castlewood



We realise that choosing a school for your child is a very important decision for you as parents.

At Castlewood Primary School, we want to get to know your children early on so that we can help them settle into our school and allow you to feel relaxed as they begin their formal education.

Once your place at Castlewood is confirmed, our Reception (EYFS) staff will liaise and visit your child in their pre-school or nursery setting. They will spend time in their pre-school and will talk to your children's key workers.



We hold a parents' information evening for you to meet your child's new teachers and support staff and to learn in a little more detail about Castlewood School. Governors, representatives from our PTA and Easy Lunch (our lunch providers) are also there to answer any questions. You can also order your child's school uniform on that evening.

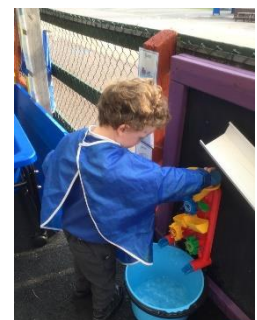
We then organise two taster sessions for your child to come and spend a short time in the Reception/EYFS classroom.

Before your child formally starts school in September, we like to come and visit you at home. We believe that this allows you to ask any individual questions and we get an opportunity to see your child in their own safe and relaxed home environment.

In September over the first couple of weeks, the children begin by coming in for either the morning or afternoon sessions in smaller groups so that both the teacher and the children can get to know each other more easily. By the middle of September, we aim to have every child in school for their first day altogether.

School visits 2024

We will hold a meeting for parents in June 2024 and the children will be able to visit on a morning and afternoon towards the end of the Summer Term to get to know their teacher and become familiar with the Reception classroom.



Safeguarding

Castlewood Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This means that we have a Child Protection Policy and procedures in place that ensure safeguarding is our overriding priority. All staff (including supply staff, volunteers and governors) must ensure that they are aware of these procedures. Parents and carers are welcome to read the Policy on request.

Our school curriculum teaches children how to make good choices about healthy, safe lifestyles and how and who to ask for help if their health or safety is threatened.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with his/her parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.

Our Designated Members of Staff are:

***Kirsty Anstee-Brown
Vicky Dedman
Sharon Burchett***

A safe learning environment:

We maintain an environment where children will be listened to; where learners feel safe in a secure environment; where bullying, racism or sexual harassment is not tolerated; where medical needs are met.

Safe recruitment selection and management practices:

We ensure that our practices identify, deter and reject people who may abuse children or are otherwise unsuited to work with them.

Our School aims



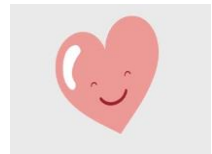
- C** *Celebrating achievement*
- A** *Aiming high*
- S** *Sharing with our community*
- T** *Taking care to keep each other safe*
- L** *Learning for life*
- E** *Encouraging respect*

Castlewood Learning Powers



Our Brain Power - this Learning Power is all about being active, engaged and independent, working hard to achieve our best.

Our Heart Power - this Learning Power is shown through being a good human. Kindness, respect and positive relationships are key.



Our Soul Power - our positive attitude to learning is how we use this Learning Power. We are brave, resilient and curious.

Our learning powers underpin all that we do here at Castlewood. Using the learning powers both in and out of the classroom helps us be the very best versions of ourselves.



Our School Buildings



We are very lucky to have not only large and small hard playgrounds but also a sports field that allows us to offer a range of sports to the children as well as use it for school events such as Sports Days and our annual whole school picnic. We have an all-weather track which we use to complete the Daily Mile Challenge to encourage a healthy lifestyle, improve

concentration and promote mental well-being which we have used so much that it will be replaced in this academic year.

We have a multi-purpose hall, laptops and iPads which can be used across the school and two mobile classrooms which are used for food technology, small group work and music lessons.

Our wildlife area in the corner of our field continues to be a focus for renovation, in order to develop it to ensure all the children at Castlewood School will be able to use it for Science, Environmental Studies and Outdoor Education.



Sensory Room

We have a fully-equipped Sensory Room to enhance our provision, particularly when dealing with behavioural issues and mental health concerns. This calming and relaxing space provides a sanctuary for all our children.



Curriculum



We plan our curriculum around quality texts and topics such as Under the Ocean, Dinosaurs, Awesome Egyptians, the Rainforest and Exploration to ensure that our teaching has a purpose, an excitement and a context on which to build the children's understanding and knowledge of a wide range of subjects. We want children to have a broad and balanced curriculum enriched by a range of visits and visitors to make the learning come

alive. Through these topics we teach the skills of the foundation subjects of History, Geography, Art, Design and Technology ensuring that the children have a context to learn and apply these to.

All of the topics will be underpinned by high quality texts to further deepen the children's understanding and appreciation of the theme. These texts may be above the children's actual reading ability and this enables them to widen their vocabulary and awareness of the magic of books.

Reading

Learning to read is one of the most important things that your child will learn at our school. Everything else depends on it, so we put as much energy as we possibly can into making sure that every single child learns to read as quickly as possible. We want your child to love reading – and to want to read for themselves.

We believe story time is vitally important in all year groups, so all classes will have a 'class reader' and be read to regularly. We want to expose children to a variety of texts which they may not access themselves allowing them to hear quality texts and then subsequently using the ideas and language for impact in their own writing.

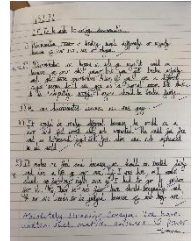


Writing



Sitting alongside the crucial skill of Reading is Writing and children learning to express themselves. From the moment they join this school, the children are encouraged to 'mark make' in glitter, sand, mud, water or playdough before the more formal pen, chalk and paint are introduced. Allowing our pupils the time to gain confidence in mark making in a range of situations and media will foster

a love of writing and communication. Children are encouraged to mark make in a range of situations; shopping lists, menus, letters, copying all the times that they will see you write in everyday life. More formal writing teaching and learning continues across the school ensuring that the children have purposeful and exciting stimuli to encourage and motivate them to write independently and at length.



Computing (ICT)



We have two banks of laptops and iPads which are used across the school every day. We aim to teach the children to be responsible users of the internet ensuring that they are fully aware of the importance of adopting safe online safety practice. The children are taught a range of computing skills and techniques including coding and the use of common computer programs: PowerPoint, Word, Excel.

Maths

Mathematics is all around us; it underpins much of our daily lives and is therefore of fundamental importance to ensure that children have the best possible grounding in mathematics during their primary years. We use a wide range of practical resources and strategies to ensure children leave our school with a solid understanding of numbers and how to use and apply this knowledge to everyday life. The children will use practical equipment to support their mathematical development including pasta, beanbags, buttons, counters and Numicon.

Children are encouraged to talk about Maths and develop all three strands of the Maths curriculum - fluency, reasoning and problem solving. At Castlewood, we value the importance of children having quick recall of number facts and times tables and will use a variety of methods to help the children learn and remember these facts.



Music

Children are taught music both in their classroom and in our music room. They are encouraged to listen to a range of music from around the world and compose their own pieces using a range of instruments and technology. Peripathetic music teachers also visit our school and West Sussex Music Service can provide specialist instrumental lessons. More information can be found by contacting them directly: www.westsussexmusic.co.uk



E4S

*At Castlewood Primary School, we promote personal wellbeing and development through a comprehensive '**Education for Safeguarding' (E4S)** curriculum. The West Sussex Education for Safeguarding (E4S) curriculum is based on the national Department for Education Relationships, Sex and Health Education (RSHE) guidance but adapted and enriched for schools in West Sussex. At Castlewood Primary School, we believe that **E4S** helps to give pupils the knowledge, skills and understanding they need to lead confident, healthy, independent lives, in order to become informed, active and responsible citizens. The E4S programme at Castlewood reflects the school's values and the rationale which underpins our curriculum: ensuring children are 'world-ready'. Children will learn about moral values through all aspects of school life, including our Castlewood Learning Powers of Brain, Heart and Soul, thus encouraging the following:*

- Sensitivity and respect for themselves and others;*
- A friendly and caring environment in which children are able to ask questions and further their understanding;*
- Taking responsibility for their actions and the consequences of their actions;*
- Equality of opportunity for all children in a caring community in which each individual is encouraged to make a valuable contribution.*



PE/Sports provision

Children have at least two PE lessons per week and are taught the skills and tactics for a range of sports. Due to our close partnership with Horsham Sports Services, in the past we have been able to offer our children the opportunities to try table tennis, new age kurling, basketball, tag rugby, wheelchair sports and archery. In addition, we use our all-weather track on a daily basis and take part in competitions against other Horsham schools. We are proud of the variety of sports that our children can experience whilst they are at Castlewood.



Wraparound Care



Casa Clubs provide before and after school care in our mobile classroom and bookings can be made on a regular or ad hoc basis via this link - [Casa Clubs Bookings](#).

Extra-curricular activities and Clubs

We have a range of outside providers who run a wide range of clubs, generally after school. The clubs on offer range from sports such as football, gymnastics and Karate to French, dance and drama.



Special Educational Needs and/or Disability (SEND)



At Castlewood we regularly assess your children to ensure that they receive prompt help and support as necessary. We work with a range of outside agencies and support to help your child to reach their full potential. Our aim is that any children with Special Educational Needs and/or Disability (SEND), will still access a broad and balanced curriculum, specifically differentiated and tailored to develop life skills and a healthy self-esteem and confidence. We want to help them learn for the future so that they can build independence and achieve their full potential in a caring, supportive and inclusive environment.

Pupil Voice

Our pupils have a very strong involvement in the school. Year 6 pupils have the opportunity to apply for Student Leadership roles including Head Pupil, Prefects, Ambassadors, Play Leaders and House Captains. Our School Council meets half-termly for a breakfast meeting, with elected representatives from each class including Reception (EYFS). Last year, the School Council were involved in selecting and buying new equipment for the playground so they could use it at break time and for encouraging our PTA to look for fully recyclable water bottles.



House System

Each child belongs to a House – Arundel, Bramber, Lewes or Pevensy. Children wear their house colour for P.E. The Houses are led by House Captains from Year 6 and each House meet for a House Assembly. Inter-house competitions take place throughout the year culminating in Sports Day in the Summer Term.



Home School Partnership and Communication



We pride ourselves on having an open door policy encouraging parents to come in and see teaching staff to raise any concerns early and hopefully before they become major issues. Our staff welcome the children in every morning and are available for a quick chat but longer, more private conversations can be organised for before or after school.

We encourage our families to help us to help your child by sharing with us information that might be relevant to your child's wellbeing and ability to learn. We send out weekly newsletters and regularly update our website with useful information.

We hold formal twice a year parent consultations, open evenings and a full annual report is sent out at the end of the academic year.

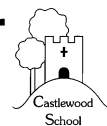
Supporters of Castlewood School - SOCS



We have a very active PTA, known as SOCS, who organise a variety of events to raise much needed funds for our school including discos, film nights, summer barbecue and the very popular Blackberry Fair. The money that they have raised over the last year has enabled the school to build an Outdoor Classroom. In previous years, SOCS have provided school with the funds to purchase new computer screens for the classrooms, Scooterpods, reading diaries for every child and the annual pantomime treat at Christmas. They are currently raising funds for a replacement Daily Mile Track.



Basic School Information from September 2023



School Hours Morning

8.45 – 12.00 (break - 10.30-10.45)

Afternoon

1.00 – 3.15 (break 2.00 – 2.15 for Reception and Key Stage 1 only)

The older children in Key Stage 2 work through the afternoon without a playtime to ensure that they fulfil the provision of curriculum time.

Arrival and Departure

School begins 8.45 but the doors are open at 8.30 and children may come into school when they arrive. Children are encouraged to come into the classroom on their own and there is a designated cloakroom area for each class.

At the end of the day children leave by their classroom doors and meet their parents on the hard play area.



School Meals

All children in Reception and Key Stage 1 are offered Universal Infant Free School Meals. The hot lunches are provided by 'The Easy Lunch Company' and are delivered fresh into school every day.

Mid-Morning Break

Children are welcome to bring fruit to eat at morning break.

Reception and Key Stage 1 pupils also receive fruit as part of our school fruit and vegetable scheme. Milk is available in small cartons for mid-morning break and must be ordered via the Cool Milk website or by phone. Children who are under 5 when they start school receive their milk free until they reach the age of 5.



We encourage Key Stage 2 pupils to also bring fruit to school to eat at morning break. Water is always available from the drinking fountain and children may bring in bottles of water to have in their classrooms.

School Uniform

The school colours are Royal Blue and Grey and we would encourage all parents and pupils to support the school by wearing uniform.

School uniform with a logo can be obtained from Supporters Of Castlewood School (SOCS) at school, via their on-line order form. They also supply pre-loved uniform, the house sports shirts for P.E., book bags, PE bags, school caps and water bottles which are all available via socs-uniform@castlewoodprimary.co.uk.

