



Castledon School

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Dear Parents/Carers

11th September 2020

I have been delighted to welcome everyone back to school this week, especially all our new learners, just starting their Castledon journey. There has been a real, much-missed buzz around the school and sixth form sites and after all the difficult weeks and months over the summer, I am proud to see pupils adapting to new routines and engaged once again in learning.

The beginning of a new academic year is always extremely busy and I have some important pieces of information I wish to share with you:

Leadership team

It is important that all parents are aware of who the senior leaders are across the academy. Jon Hazelgrove is our Deputy Headteacher and Designated Safeguarding Lead, Laura Bazley is Head of School for year groups 1 to 9 and Janie Haigh, Head of College for year groups 10 to 14. Supporting our leadership is a team of Phase Leads. Mark O'Connell is Phase Lead for Key Stage 5 (Sixth Form), Martin Ing will lead Key Stage 4 and our Vocational curriculum, Verity Jones leads Key Stage 3 learning, and Kathryn Hemmings leads our Primary phase. The team is very dedicated and experienced and will endeavour to ensure your child feels successful, happy and well cared for throughout their time at Castledon.

Contacting the school/sixth form

The best way to make contact with your child's class or form teacher is to send an email. Every class has an email address, which is detailed on the weekly bulletin. Using email will ensure your message is immediately directed to the class teacher and staff will always try to respond as quickly as possible. Emails are generally accessed between the hours of 8.30am and 4pm Monday to Thursday and 8.30am and 3.15pm Friday during term time.

Home/school communication

Please do let us know should there be any issues at home that which may impact learners whilst at school. Don't be afraid to discuss any concerns you may have with our Family Inclusion Team. The team create a link between school, home and external services, ensuring our young peoples' needs are addressed, whether it be providing information and resources or referring to medical services. The FIT team can be reached on our school telephone number, option 2 or by emailing sbeauchamp@castledon.org , kjuby@castledon.org or for the college phase shopkins@castledon.org.

Term dates and Annual Review meetings

Please find attached the term dates calendar for this academic year. I wish to draw your attention to the 22nd and 23rd February 2021, that are non-pupil days to conduct your child's annual review meeting. Letters will be sent home with details of when your meeting will take place, but I wished to give you as much notice as possible to ensure you are available to attend a meeting on one of these days.

Home contact details

It is really important for parents/carers to keep us up to date with their current contact details. Occasions can arise when we might need to contact you urgently during the school day regarding your child. Increasingly we are using text or email to communicate reminders and other updates to parents/carers. Shortly we will be sending home a data collection form that details the information we hold on our system for your child. This will enable you to ensure all the information is correct and advise us of any changes.

Uniform – school only

It has been lovely to see so many of our learners now wearing the new uniform. Just to reiterate that the uniform has a transition period of one year to allow uniform to be replaced with new uniform as children outgrow their current clothing. The only exception to this, is the PE kit (PE t-shirt for Primary). New PE kits/t-shirts are a requirement from September. I am aware of some delays to your new school uniform orders. This has been caused by supplier delays due to Covid. Pupils can continue to wear old uniform (including PE kits) until you receive the new clothing. For our new pupils, please dress as smartly as possible whilst you are awaiting your order.

School shoes should be plain black. In exceptional circumstances, plain black trainers (any logo to also be black) will be acceptable. Please discuss this with your child's class teacher.

Facebook

A great way to keep up to date on all school and sixth form activities is by following us on Facebook – search for Castledon School and Castledon Sixth Form.

I look forward to working with families to achieve the very best for all learners this year. Thank you for your continued support.

Yours faithfully

S Holliday

Simon Holliday
Headteacher