Castle View School

Pursue Excellence | Be The Best

Looking forward to Year 7

Induction Booklet

ZENITH
MULTI ACADEMY
TRUST

Welcome

Dear Families,

Welcome to Castle View School. On behalf of our governors, staff and students I want to extend a warm welcome to you. We are really pleased that you chose us as your next school; I am sure you will be happy here.

All our staff are committed to giving you the best learning experience possible whilst developing you into confident, caring and responsible human beings. Our teachers are specialists in their subjects and want you to be as enthusiastic for what they will teach you as they are in teaching it. However, this is only possible if you are onboard with our shared ambition to 'pursue excellence' and 'be the best.' We are constantly striving for excellence and living our values (below) will help and support you in achieving this ambition:

We are proud of our caring community; one that 'takes notice' of each other. We have lots of opportunities for you to be recognised and rewarded as you pursue excellence. Students wear their badges and collect certificates and are proud of their successes.

Finally, this booklet contains the information you need to be ready for September. We look forward to working with you and celebrating your achievements, whether that's in the classroom, on a pitch or stage, for your role in our community or for what you do outside of school.

Good luck!

Mr S Durkin
Headteacher

Key Staff

Year 6 Transition Team

Mrs S Godfrey
Deputy Headteacher/SENDCO

Mrs L Mechem
Associate Deputy Headteacher

Mrs J Anderson
Student Support Officer

Email: transition@castleviewschool.co.uk

SEND Team

Mrs S Godfrey
SENDCO

Mr T Moody
Assistant
SENDCO

Mrs K Herron
SEND Administrator

Email: SEN@castleviewschool.co.uk

Safeguarding

Castle View School is committed to safeguarding and promoting the welfare of children and young people. Please meet the Safeguarding Team.

Any concerns or queries, we can be contacted on the email address below.
safeguarding@castleviewschool.co.uk

Wellbeing

The Student Support Officers (SSOs) are non-teaching staff members who are available to support students and families with the day-to-day.

Each year group is assigned an SSO who works closely with the students to ensure their emotional and wellbeing needs are met. Along with form tutors, they are the first point of contact for both students and parents. They analyse attendance data to identify causes and patterns of absence and then work with other agencies to improve attendance, supporting students and their families. Counselling and mentoring for students is also organised by the SSO.

the Lily Jo project	www.thelilyjoproject.com	**Online only**
Cruse Bereavement Support	www.cruse.org.uk	**0808 808 1677**
kooth	www.kooth.com	**Online only**
PAPYRUS PREVENTION OF YOUNG SUICIDE	www.papyrus-uk.org	**0800 068 4141**
childline ONLINE, ON THE PHONE, ANYTIME childline.org.uk | 0800 1111	www.childline.org.uk	**0800 1111**
mind	www.mind.org.uk	**0300 123 3393**
Beat Eating disorders	www.beateatingdisorders.org.uk	**0808 801 0677**
Yellow Door	www.yellow-door.net	**01268 683431 / 01268 514792**
openroad your journey to recovery	www.openroad.org.uk	**0844 499 1323**
THE MIX Essential support for under 25s	www.themix.org.uk	**0808 808 4994**
COMPASS	www.essexcompass.org.uk	**0330 333 7444**
Better Together Cavs	www.cavsorg.uk	**01268 214000**

School Uniform

School uniform can be purchased from our uniform supplier, Penn UK. Their website (https://pennuk.com/) has full details of both pricing and availability.

Uniform Dress Code

Castle View School
Pursue Excellence | Be The Best

- **Black blazer** with a Castle View school badge.
- **Clip-on school tie** with college colour and school logo.
- **Plain white shirt with a stiff collar**. This shirt should be tucked inside in the waistband of the trousers or skirt. The top button of the shirt should be done up at all times.
- **Plain black V-neck jumper** (available to purchase from uniform shop)
- **Plain black ankle or knee-length socks or plain black tights**.
- **Black leather or leather-like formal shoes**.
- **Straight leg, black, tailored and to the ankle school trousers** with no distinctive styling or fashioning. Skinny trousers, jeans, leggings, tight trousers and trousers with obvious belts/ buttons/buckles are not permitted.
- **Castle View green tartan kilt** worn to the knee (available to purchase from the school uniform shop). The length of the skirt must not be altered.
- **Jewellery:** No jewellery except for one pair of plain studs, with one stud in each ear lobe, and a wrist watch. Any other facial piercings including eyebrow bars, nose and tongue studs are not permitted. All excess jewellery will be confiscated. **Make-up:** Students may wear discreet make up in upper school. Nails must be kept to a short, practical length with no nail varnish. False nails (acrylic or gel) and false eye lashes are not permitted.
- **Hair:** Hair style and colour should be natural. Extremes of hair styles and colour are not allowed.
- **Blazers must be worn at all times around the building**. Blazers may be removed during the lessons.
- **Hoodies** are not permitted in school.
- **Please remember to remove outside coats when you come into the building.**

Physical Education Kit

Compulsory:

Optional:

All students are expected to bring in their FULL PE KIT for every lesson. If students are ill or injured they are still expected to bring in full PE kit for their lesson as well as a note from their parents explaining their issue. These students will still be expected to get changed and join in their lesson in an alternative role highlighted by their teacher such as a coach or official. They may bring in tracksuit bottoms or jumpers to wear as highlighted in the PE kit above but will not be allowed to wear coats. Any students that do not bring in their PE kit will need to borrow kit from the spare kit cupboards (this kit is washed regularly each week by PE staff). If students fail to meet these expectations, sanctions will apply.

Compulsory	Recommended	You may wish to have...
Shorts – loose fitting plain black	Towel (if needed during winter months)	Overtops – Castle View PE Jumper with student initials is available to be purchased from Penn Sports. Alternatively, students can wear a plain black sweatshirt OR plain black training top (no stripes of change of colours)
Black & green T-shirt	Rugby shirt – black with white stripe	
Socks – Winter: black football socks outside, white sports socks indoors Socks – Summer: white sports socks	Shin Pads and Gum Shield (for Rugby and Hockey)	Footwear – football boots, gymnastics or dance shoes
Trainers		Jogging bottoms – plain black (no stripes or changes of colour) **OR** Castle View leggings – must be the Castle View leggings, no branded leggings will be allowed

Communication with the School

There may be times when you need to contact the school to discuss your child's progress or well-being. We are more than happy to help.

Whilst at Castle View School, your child will be placed in a tutor group, which is part of the school's 'House' system and Year system; essentially, these are smaller communities within the school.

Your child has a Form Tutor who will register them and be a point of contact for everyday issues. Each year group is also assigned a Student Support Officer (SSO) and a Head of Year (HOY). Should you wish to contact either of them, you can either call the school or email them using them – details will be sent out in September.

Should you wish to discuss a Safeguarding concern, please contact our Designated Safeguarding Team, either by phoning the school or by emailing: safeguarding@castleviewschool.co.uk.

Your child will receive progress reports during the year and there will also be a Parents' evening which will give you an opportunity to discuss your child's progress within individual subjects.

Mobile Phones

At this school **mobile phones** are not seen or heard.

Research has shown that students in schools that do not allow the use of mobile phones during the school day spend significantly more time focused on their studies, as well as engaging more positively with their peers. The use of mobile phones by students is therefore not allowed on the school site. Mobile phones that are brought into school must be switched off and kept in bags / pockets throughout the school day.

Mobile phones will be confiscated if they are seen and placed in a safe until the end of the day. There will be no exceptions to this rule. Students that fail to hand over their phone on request will be subject to the school's Behaviour Policy and will result in an instant removal to the Reflective Practice room in the Ocean Suite.

If students need to contact home in an emergency then they can request permission to go to Student Reception or the SSO's office. If you need to contact your child at school, please contact the school office and we will endeavour to get a message to your child.

We cannot accept financial responsibility for any damage, loss or theft which may occur as full responsibility for the mobile phone rests with the student.

Curriculum

Our curriculum is designed to inspire our young people and motivate them to learn; continuously improving upon their best, whatever their ability or background. We teach a broad curriculum that will open doors for our students, impacting their future life chances and the part they play in society.

We aim to deliver learning with challenge through high expectations, which enable young people to aspire to be the best and envision their future in the here and now: everyone actively aiming to Pursue Excellence and Be the Best.

Our curriculum values academic and vocational learning as we strive for every child to become a well-rounded, caring and confident individual; able to play a part in their community and equipped with the skills and mindset to contribute to wider society.

Students develop not only their academic potential, but also their artistic, sporting and leadership talents. An exciting extra-curricular programme aims to extend their interests beyond the classroom, whether that is in computing, sport, music, art or drama.

Students in Year 7 will study:

- English
- Maths
- Science (Biology, Chemistry and Physics)
- Physical Education (PE)
- French
- Spanish
- History
- Geography
- Art
- Drama
- Music
- Design Technology

- Food Technology
- IT
- Personal Development
- Ethics and Philosophy

Our subject leaders and classroom teachers use Schemes of Learning to deliver short, medium and long-term learning goals. These schemes are comprised of three documents:

- **Subject Intent Statement:** outlines the values, life skills and philosophy within each subject beyond and not limited to a Level 2 qualification
- **Continuous Curriculum Plan:** documents the learning diet of each student in each subject from primary school all the way through to further education
- **Sequence of Learning:** details what is taught to every student in every unit and are underpinned by the pursuit of knowledge, challenge and cognitive load theory

Our school website contains full details of the Continuous Curriculum Plans.

Cashless Catering

The purchasing of food at either break or lunchtime is only through a cashless system. All students will have their fingerprint scanned on their first day of school and this will be linked to their MyChildAtSchool account.

You can be assured that dinner money is actually being spent on a school meal rather than unhealthy snacks on the way to school and our catering system allows you to monitor all purchases. It also prevents cash from being lost on the way to school.

The School Day

Time	Years 7 & 11	Years 8, 9 & 10
8:30	Period 1	Period 1
9:30	Period 2	Period 2
10:30	FORM TIME (Reg)	BREAK 1
11:00	BREAK1	FORM TIME (Reg)
11:30	Period 3	Period 3
12:30	Period 4	Period 4
1:30	BREAK 2	BREAK 2
2:00	Period 5	Period 5
3:00	END OF SCHOOL DAY	END OF SCHOOL DAY

Equipment

To support learning, students are expected to bring a pencil case containing the following equipment to lessons:

- Black or blue pen
- Green Pen
- Pencil
- Ruler
- Scientific Calculator (Cassio calculators are recommended)
- Glue stick
- Eraser

It would also be beneficial for students to have:

- Coloured pencils
- 2B and 4B pencils for art
- Protractor
- Highlighters

Students are expected to come prepared to learn and as such, they are also expected to ensure that they have the correct equipment for each lesson.

We expect students to take pride in the way that they present their work and look after their books. They will regularly bring their books home and will need to ensure that they are kept neat and tidy.

Home Learning

Students will receive homework in most subjects to support the learning in the classroom. This is to prepare them for future learning, to practise skills and concepts taught and help them prepare for assessments.

At Castle View School, we use a host of electronic software to support your child's learning:

There are links to each of these on the Student Portal, which is now on the 'Quick links' section of our website.

Our Website

Our website is a valuable source of information for parents and carers and most questions can be answered using resources on the website: https://www.castleview.essex.sch.uk/

We also have a very active social media presence and we encourage you to follow us on Twitter and Instagram, where we share examples of excellence, student news and school updates.

@Castleview_school

Absence, Appointments, and Holidays / Leave

As you know your child's attendance at school is extremely important and is directly linked to their overall attainment. This is why we, at Castle View School, take attendance and absence very seriously. Our school target for attendance and for each individual student is 97%. This equates to having only 7 days absent from school across one academic year.

Student Absence & Lateness

If your child is going to be absent please inform the school as soon as possible between 8:00am – 9:00am on the morning of absence, or before if possible.

Please call the school's attendance officer, Ms Petty on 01268 222671.

All absence is recorded as unauthorised unless it is supported by medical evidence such as an appointment card, hospital letter or copy of any medication prescribed in relation to the absence.

Learning at Castle View begins at 8.30am. All children should be in school by 8.25am to ensure that they are on time to their first learning session of the day.

Any child arriving after 8.30am will be classed as "late" to school and will receive a sanction whereby they pay back the time they were late to school in a detention. Lateness is recorded by our attendance ambassadors and sanctions are set accordingly.

Appointments / Holiday Requests

Should you wish to apply for a leave of absence, please fill in a leave of absence form. These are available to collect from Main Reception and Student Reception. These forms are to be returned to Ms Petty or your child's Student Support Officer and they will be dealt with accordingly. If you have any evidence to support your leave of absence and feel it necessary to send this in then please do so. We will inform you of the outcome of your application as soon as possible.

Aquinas Provisions

At Castle View School, we use Aquinas Provisions to support families and students with their attendance to school. A member of the Aquinas team may phone you to discuss your child's attendance and to develop a plan to support your child and your family.

Penalty Notices

Penalty Notices apply to students of statutory school age, which ends in Year 11. Aquinas and the Local Authority have agreed to use Penalty Notices for the following circumstances:

- Penalty Notices may be issued where there has been unauthorised absence.
- Parents / carers will receive a warning letter at least 10 days prior to the issue of a Penalty Notice.
- If the law continues to be broken around school attendance, the legal intervention process will be used.
- The penalty for each parent/carer is £60 for each child if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days of receipt of the Notice.
- Failure to ensure that the child attends school punctually and regularly could lead to legal action being taken against the respective parent / carer. This could result in each parent / carer receiving a fine of up to £2,500 for each time or up to 3 months' imprisonment.

Attendance Initiatives

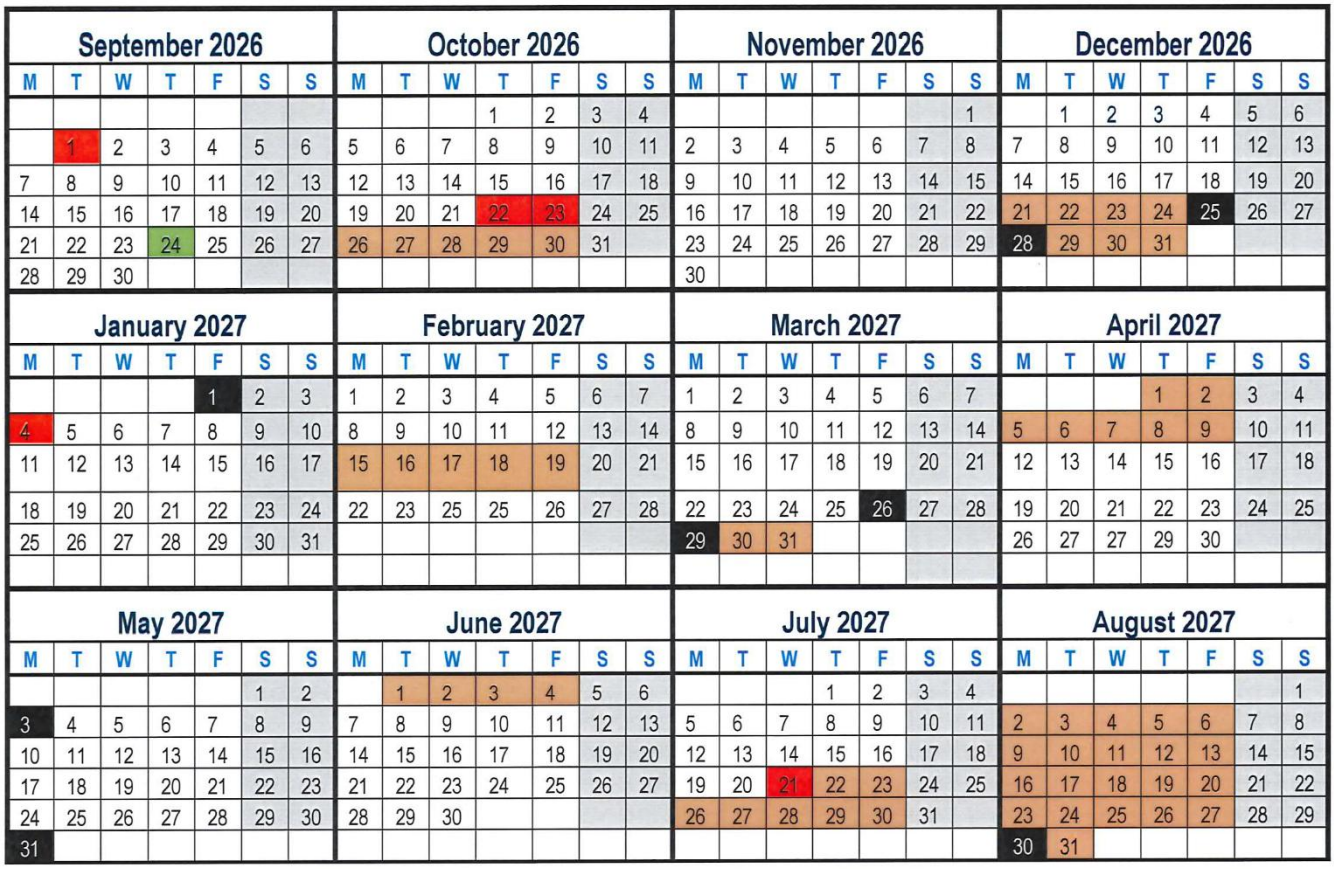
We run attendance-based initiatives within school to encourage good attendance. In order for students to be considered for various school activities, such as trips and prom, or to be considered for the role of Student Leader, we also take their attendance record into account (excluding those with absences for diagnosed medical conditions and/or other extenuating circumstances).

Rewards

Every student will have the opportunity to be rewarded in a range of ways and for a variety of reasons and especially for reflecting our school values. They can collect achievement points independently and as part of a team. Rewards will be in the form of badges and certificates that will be celebrated as a school community. Excellence is also rewarded with the presentation of a Headteacher's Platinum award.

School Term Dates

Castle View School - Academic Year 2026-2027



= Schooldays

= School holidays

= Bank holidays

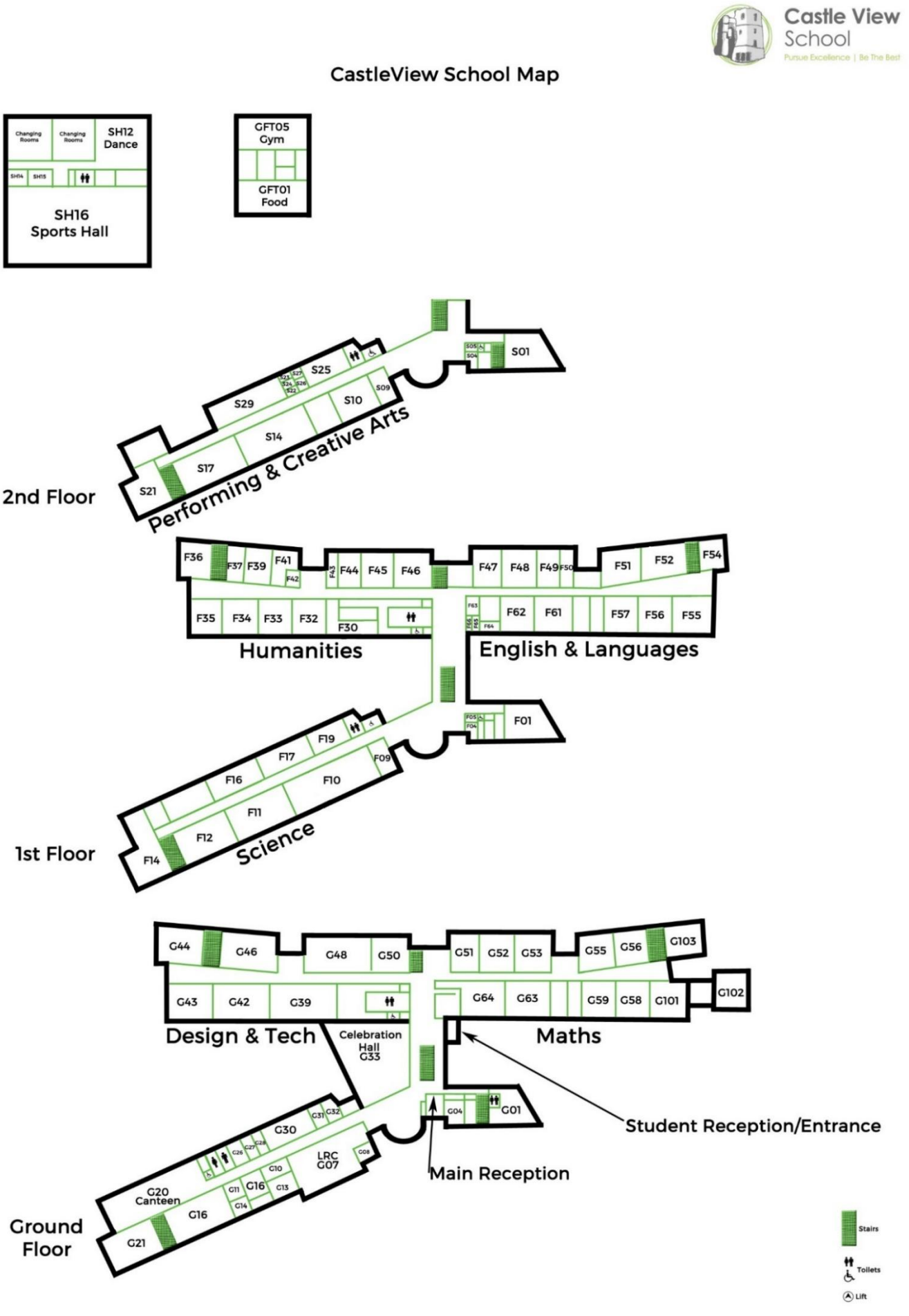
= Weekends

= Inset Days

Autumn Term:	Tuesday 1 September 2026 – Friday 18 December 2026 *Half Term 26 October – 30 October*	74 days
Spring Term:	Monday 4 January 2027 – Thursday 25 March 2027 *Half Term 15 February - 19 February*	54 days
Summer Term:	Monday 12 April 2027 – Wednesday 21 July 2027 *Half Term 31 May – 4 June, and May Bank Holiday - 3 May*	67 days
		195 days

***Thursday 24 September 2026 4pm – 7.30pm – Open Day**

School Map


Castle View School
Pursue Excellence | Be The Best
CastleView School Map
Changing Rooms
Changing Rooms
SH12 Dance
SH14
SH15
SH16 Sports Hall
GFT05 Gym
GFT01 Food
2nd Floor
S25
S29
S10
S14
S17
S21
S01
Performing & Creative Arts
F36
F37
F39
F41
F42
F43
F44
F45
F46
F47
F48
F49
F50
F51
F52
F54
F35
F34
F33
F32
F30
Humanities
F63
F64
F65
F62
F61
F57
F56
F55
English & Languages
F01
1st Floor
F19
F17
F09
F16
F10
F11
F12
F14
Science
G44
G46
G48
G50
G51
G52
G53
G55
G56
G103
G43
G42
G39
Design & Tech
Celebration Hall G33
G64
G63
G59
G58
G101
G102
Maths
G04
G01
Student Reception/Entrance
Main Reception
G30
G31
G32
G26
G27
G28
G10
LRC G07
G08
G20 Canteen
G11
G16
G13
G14
G16
Ground Floor
G21
Stairs
Toilets
Lift