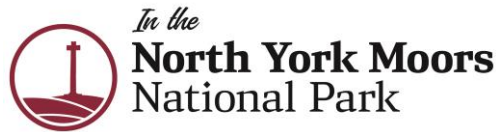


# Castleton Community Primary School PROSPECTUS



# Welcome to Castleton Community Primary School

I hope this prospectus and our school website will give you a flavour of the fantastic opportunities life at Castleton School has to offer. If you would like to ask a question or arrange an appointment to view the school, please contact the school office on 01287 660496 or by email at [admin.castleton@yeat.co.uk](mailto:admin.castleton@yeat.co.uk)



**Olly Cooper**  
**Headteacher**

I look forward to welcoming you and your family to our school.

## **Small school, great ambitions**

Our staff are committed to providing a wealth of opportunities to all pupils. Our broad, balanced and inclusive curriculum is grounded in the locality and we pride ourselves on having strong community links. Pupils are provided with a wide range of extra-curricular activities, excellent resources - including 1:1 iPads – and daily access to our extensive school grounds. Pupils have regular swimming lessons and have the opportunity to compete in cross-school events linked to sports, technology and the Arts. We offer instrumental lessons taught by a peripatetic teacher and we are currently working towards the Arts Award Discover. In Key Stage 2, children have weekly French lessons taught by a specialist teacher. Many pupils enjoy taking on leadership responsibilities, including being a school council representative, leading on our work towards the UNICEF Rights Respecting Schools Award.

We are proud to be a founding member of the Yorkshire Endeavour Academy Trust and opportunities to work collaboratively with pupils from other schools within the Trust are actively planned into the school year. We ensure that pupils from our small village community have opportunities to develop confidence and build relationships with their peers beyond Castleton, in preparation for their eventual transition to secondary school.

Our breath-taking rural location is embraced by the school, including use of local woodland to support our high-quality forest school provision. Pupils talk passionately about their local community and its heritage and are also aspirational about their future plans.

Staff have high expectations of all pupils and are keen to develop their resilience, independence and communication skills. Staff, pupils, parents and governors have worked together to create a set of oaths, which aim to enhance pupils' broader development during their time at Castleton in order to ensure that all pupils are effectively prepared for the next stage of their educational journey.

## Our Aims and Values

We aim for our schools to be 'Beacons on the Moors' representing our interconnected rural communities, where learning is embedded in the land, working collaboratively to each provide a unique, world class education to prepare our stakeholders for the next stage in their life journeys.

We will achieve this by:

- 1) Collaboratively using the shared resources of the schools and within our academy trust to provide a resilient framework for educational excellence.
- 2) Enabling each school to develop and capitalise on its own individual strengths, both educational and pastoral.
- 3) Broaden pupils' experiences by implementing the school oaths (see below).
- 4) Ensuring all our schools are at the heart of their communities.

## The School Oaths

Our school is built upon our 12 oaths. During their time at Castleton your child will

- Perform to an audience
- Be prepared for life in multicultural Britain
- Have regular outdoor learning experiences
- Visit a city
- Attend at least one extra-curricular club each year
- Improve their local environment or community
- Develop resilience
- Be prepared for the next stage of their journey
- Develop a love of reading
- Learn a new language
- Discover the heritage of our local area
- Be the best they can be.



# Yorkshire Endeavour Academy Trust

## Ethical, Nurturing, Brave

Yorkshire Endeavour Academy Trust  
Airy Hill School  
Waterstead Lane  
Whitby  
YO21 1PZ  
Registered Number: 11024646  
Telephone: 01947 602688 Website: [www.yeat.co.uk](http://www.yeat.co.uk)

### VISION

**Ethical** action for a world class education.

**Nurturing** relationships at the heart of our communities.

**Brave** leadership in a changing landscape.

### AIMS AND VALUES

- Providing world-class education to all children through an ambitious curriculum.
- Encouraging curiosity and a lifelong love of learning.
- Wrapping around our community through an inclusive nurturing approach.
- Taking pride in local heritage whilst preparing our children to be global citizens.
- Collaborating with partners in education and universal services to support each child's unique journey.
- Highlighting and sharing excellent educational practice for the benefit of all.
- Growing and developing people in all roles to be their very best.

## Staffing and Organisation

Headteacher	Mr O Cooper
Teacher in Charge and Key Stage 2 Teacher	Mrs N Wardell
EYFS/Key Stage 1 Teachers	Mrs C Barber & Mrs V Porter
Advanced/Higher Level Teaching Assistants	Miss H Wilson (EYFS/KS1 class)
	Mrs E Smith (EYFS/KS1 class)
	Mrs R Garbutt (KS2 class)
General Teaching Assistants (SEN)	Mrs K Thompson (EYFS/KS1 class)
	Miss K Jasper (KS2 class)
	Miss H Searle (KS2 class)
School Secretary	Mrs C Moore
Cook	Mrs G Boyd
Midday Supervisory Assistants	Mrs G Boyd
	Miss H Wilson
	Mrs R Garbutt
	Mrs E Smith
Breakfast Club Worker	Mrs G Boyd
Caretaker & Cleaner	Mr M Hallam

## Governors (Castleton and Glaisdale joint governing body)

Our governors play a vital role in our school life. Not only do they regularly meet as part of their role in the leadership and management of the school, but they are also involved in many different aspects in the lives of the children whilst they are at school.

The governing body has members proposed or elected by various interests. There is one parent governor from each of the two schools. The Chair and Vice-chair are elected annually at the first meeting of the year in September. The minutes of governing body meetings, with the exception of matters deemed confidential, are available in the school office. Please contact the clerk if you wish to see them.

Mr M Hollingworth	Co-opted Governor/Chair
Mrs J Kevan	Co-opted Governor/Vice Chair
Mr O Cooper	Headteacher (Castleton and Glaisdale)
Mr W Whitehead	Parent Governor (Glaisdale)
Mr J Culley	Parent Governor (Castleton)
Mrs K Jasper	Staff Governor
Mrs E Asquith	Clerk to the Governing Body
Vacancy	Co-opted Governor
Vacancy	Co-opted Governor
Vacancy	Co-opted Governor

Photographs of staff and governors are displayed in the front entrance of the school.

## School Admissions

We have so much to offer, including

- extensive grounds with tiered gardens, on-site forest school provision, gardening area, pond, greenhouse, stage and quiet zone;
- access to local woodland for regular outdoor learning opportunities;
- a fantastic rural location (yet still only a short drive from Whitby and Guisborough);
- breakfast club from 7.45am;
- 1:1 iPads for all pupils;
- excellent links with local schools as part of Yorkshire Endeavour Academy Trust;
- a caring and committed staff team.

The Local Authority is in charge of managing the admissions process. This includes all admissions to the school, whether you wish your child to start school in September or whether you have moved into the area during the academic year.

The school is always happy to give guided tours to any parent/carer who is interested in applying for a place. Please contact the school to make an appointment.

To apply for a place at Castleton Primary School, complete the [online form](#) on North Yorkshire County Council's own website <https://www.northyorks.gov.uk/school-admissions> . If you would like a paper copy of the form, please contact the School Admissions Team on 0845 0349494. If you have any questions, please don't hesitate to contact the school office.

### **Induction of new starters**

At Castleton School, we make it high priority to develop early links with pre-school care. We work closely with pre-school providers, including Esklets in Danby, to promote continuity and effective communication and to ensure all children have similar, positive experiences during this transition stage.

A full transition programme, including information packs for parents, visits to pre-school providers and visits to the school, is in place for all pupils prior to joining our Reception. Where pupils have additional needs, these will be discussed with parents and any other agencies working with the family, so that we can adapt our transition arrangements accordingly in order to provide the best possible support.

### **The school day**

Arrive from:	8:50am
School begins:	9:00am
Break:	10:30am – 10.45am
Lunch:	12.00noon – 1.00pm
Break:	2.00pm – 2.15pm [Reception and Key Stage 1 children only]
School ends:	3:30pm

### **Registration**



The register is taken at 9.00am. The register is an important legal document which must be marked accurately and on time. Please make sure your child is in class by 9.00am so they are present when the register is called and to avoid missing any learning time.

### **At the end of the day**

Please meet your child at home time if possible. It is important that we know who is collecting your child from school, so please make sure that he/she and the school know what arrangements have been made if they are different from usual. All children whose parents meet them at school will be expected to wait in the school playground until they see their parent.

### **Notifying school of a child's absence**

Children are expected to attend school regularly, but obviously illness can intervene and absences do occur. The school should be notified of any absence before the start of school on the first day of your child's illness. We are obliged to contact parents about unexplained absences to satisfy ourselves that no harm has come to children on their way to school. An early phone call will eliminate the need for this.

Temporary absence for part of the day, to visit the doctor or dentist for example, should be supported by a note, phone call or personal contact. Children cannot take a holiday during term time.

The school request that all families adhere to the government's latest guidance regarding COVID-19 and will record any COVID-related absence as such, in line with DfE requirements.

National legislation now requires us to note all unauthorised absences throughout the school year and inform parents of this number, if any, in each child's end of year report. An unauthorised absence is one which is not supported by a letter or message. The school has an obligation to publish this information and below is the data for Castleton Primary School for 2022/2023

Maximum number on roll: 56

Percentage of half days (sessions) missed through authorised absence 4.7%

### **Pupil leave of absence in exceptional circumstances during term time**

Acting under government guidance, we will not grant leave of absence during term time, unless there are extreme extenuating circumstances. Holidays are not considered to be an extreme extenuating circumstance. Therefore, holidays during term time will not be authorised and will appear on a student's attendance record as an 'unauthorised absence.' Any period of unauthorised absence of 5 days (10 sessions) or more, either in a block or over a four month period, may lead to you being issued with a Penalty Notice from the Local Authority.

It is still essential that parents complete a Leave of Absence Form so that school is fully aware of your child's whereabouts during term time. A form should be obtained from the school office and completed by the parent/carer and returned to the school as far in advance as possible and at least 6 weeks before the first date of the period of leave being requested. Parents/carers must obtain the schools' permission before making any arrangements for leave in exceptional circumstances; otherwise the absence will be recorded as unauthorised.

### **School Meals**

The school is committed to promoting healthy eating as part of our personal, social and health education programme. Our school meals are an important way of presenting children with a range of healthy but appealing food choices, including a vegetarian option.



School meals are prepared on site and the children all sit together, including those who bring a packed lunch. If you wish to change from packed lunch to school dinners or vice versa it would be helpful if you could give us at least one week's notice.

Dinner money (for children in years 3, 4, 5 and 6) and snack money is payable online through our parent portal "My Child at School" (MCAS). The cost from September 2024 will be £3 per day (£15 per week). All children in Reception, Year 1 and Year 2 receive a "universal free school meal" at no cost to the parents/carers.

The school and your child may also benefit from additional funding from the government known as the Pupil Premium Grant, if your child is entitled to a "statutory free school meal." The government introduced the Pupil Premium to help children from low income families reach their full potential and to achieve higher academic grades at school. If you think your child qualifies, and to allow us to claim the funding, please ask the school office for a Free School Meal (FMB2) Form for completion. Children who receive free school meals are not distinguished in any way from those who pay.

If you wish your child to have a packed lunch, please support our healthy education programme by encouraging your child to eat healthily, e.g. include fresh fruit and vegetables and avoid high fat and high salt content food. Please do not bring sweets, chocolate bars or fizzy drinks in lunch boxes. Packed lunches must be in a named lunch box.

### **Water in school**

There has been much research promoting the importance of drinking plenty of water throughout the school day, therefore every child has supervised access to drinking water throughout the school day. In addition to the many health benefits, the evidence also indicates that there is a strong link between drinking water and increased concentration in children.



### **Snacks**

At morning break, pupils in Reception/Key Stage 1 (Acorn class) are encouraged to have a piece of fruit or vegetable provided by the Schools' Fruit and Vegetable Scheme. Children in all year groups are welcome to bring a piece of fruit from home for a snack. A drink is available for all children from the cook (juice or milk) at a cost of 25p. Children in Reception are able to have a free drink of milk until the end of the week in which they turn five.

## **Extended Schools Provision**



## **Breakfast club**

The school provides a breakfast club, which runs from 7.45am at a cost of £3.50 (breakfast included) or from 8.30am (no breakfast) for £1.75. Places must be booked in advance by contacting the school office and payments are made online through the My Child at School (MCAS) app.

As well as enjoying breakfast, children attending the breakfast club have the opportunity to play games and access a range of fun activities, both indoors and outside.

Attendance at breakfast club can make mornings run smoothly, as there is no rush to prepare and eat breakfast before leaving the house. Children can have a regular booking or use the breakfast club on an ad hoc basis.

## **After School Activities**

We offer a range of extra-curricular activities, including choir, gardening, sports and signing club. Letters regarding specific activities will be sent out to parents and all pupils are encouraged to attend at least one club during the school year.

## **Uniform and kit**

### **School uniform**

The school has a dress code which is detailed below. Sweatshirts, jumpers, cardigans, fleeces, waterproof fleeces, polo shirts, T-shirts and hooded sweatshirts for PE with the school logo are available from Laughing Whale Print and Embroidery. Orders can be placed online at: <https://school-shop.co.uk/school/castleton-community-primary-school/>

All children's clothing should be clearly marked with their names.

The emphasis on uniform, with the appropriate school colours, is to ensure that all our pupils feel part of our school team, look smart, and do not place too much emphasis on clothing styles and values. Some aspects, such as footwear styles, are for health and safety reasons as well as the above

- Royal Blue sweatshirt, jumper (round or V-neck), fleece or cardigan with school logo. School fleeces may be worn for outdoor use only, except in winter when they may be worn indoors.
- Black or grey trousers (not leggings or jeans)
- Black or grey skirt or pinafore dress
- Blue checked dress
- Black or grey school shorts
- White polo shirt (with or without school logo)/shirt or blouse
- Black shoes without high heels or large logos

### **Outdoor education**

On designated 'forest school' days, children will need to wear suitable, non-uniform clothing, appropriate to the season/weather. This is likely to include appropriate footwear (likely to be boots or wellingtons), waterproof trousers/jacket, hats (woolly or sunhat) and gloves. Children also make frequent use of the outdoor garden areas at school and so should have sensible footwear and appropriate outerwear (eg coat, hat, gloves) every day.

## **PE**

Navy shorts, white T-shirt or 'Castleton' sports royal blue T-shirt, optional royal blue 'Castleton' sports hoody, plimsolls/trainers and a pair of dark jogging bottoms or leggings. These should be clearly marked with the child's name and are to be kept at school in a labelled bag and taken home regularly for washing.

Children must have a change of clothes, including footwear, for PE.

## **Jewellery**

All jewellery, including watches, must be removed for PE lessons for health and safety reasons. Earrings must either be removed or, if they can't be removed during the initial period after piercing, must be covered with sterile tape. This must either be done by the child themselves or by the parent at home, to reduce the risk of injury to the child or others.

## **Partnership with parents**

### **Working with parents**

We recognise that the relationship between school and home is vital. We keep parents and carers involved with their child's learning through weekly newsletters, regular Facebook updates and messages via the 'My Child at School' app, Tapestry or Class Dojo. Either the headteacher or teacher in charge are available on the playground every morning and afternoon and class teachers are on hand to answer any queries or arrange a longer conversation if needed.

Each term, we provide information about various aspects of your child's education, including how you can support your child's learning at home. We may also invite you to workshops regarding specific aspects of the curriculum.

### **Parents' visits into school**

Formal parental consultations are held in each of the Autumn, Spring and Summer terms for parents to view their child's work and discuss their child's progress and targets for development with the class teacher. Please do come to these evenings, as they are important opportunities to share information about your child's education and find out what you can do to support your child in taking the next steps in their learning. You will receive a written report on your child's progress towards the end of the summer term. There will also be a chance to discuss the report with your child's teacher.

There are many other opportunities for parents to visit school throughout the year, such as performances, fundraising events, sports days etc. We hope you will be able to attend as many of these as possible.

### **Volunteer helpers**

We are very grateful to the volunteers who spend time in school supporting our pupils, alongside staff members. If you would like to volunteer your time, please contact the school office to request an application form.

## **PTFA**

The PTFA is a group of parents and other members of the community who organise and run special social and fundraising events for the school. The PTFA's support is a strength of the school, and we are extremely grateful for their help in providing a wider and richer experience for the children. The PTFA are always pleased to receive offers of practical support and ideas for new events. All parents are welcome to all meetings and we are happy to accept whatever help you can give. The meetings are informal and the dates and details are given in the school newsletter. Regular PTFA information is sent out with details of events and meetings. Please contact the school secretary if you need more information.

### **Supporting your child**

As a parent, you will want your child to do well at school and there are many ways you can help your child achieve success, including the following:

- Please read regularly with your child. Even five minutes a day can have a significant impact on their enjoyment of reading and progression of skills.
- Support your child with any home learning they are given by the school. Further details are available in our homework policy.
- If you want to help but are not sure how something is taught, please check with your child's teacher, who will be happy to help you.

### **Safeguarding and child protection**

Castleton School is committed to ensuring the welfare and safety of all children in school. We follow the North Yorkshire Safeguarding Children Partnership procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their child/ren. However, there may be exceptional circumstances when the school will discuss concerns with social care and/or the police without parental knowledge (in accordance with our safeguarding procedures). The school's safeguarding policy is available on request or on the school website [www.castletonprimaryschool.co.uk](http://www.castletonprimaryschool.co.uk)

### **Behaviour**

We have very high expectations of behaviour for all our children, all of the time, and we encourage relationships built on mutual respect. Our small size and mixed-age classes provide our children with lots of opportunities to learn and play with pupils beyond their own year group, which we find encourages supportive relationships. We pride ourselves on our inclusive approach and adapt our behaviour management strategies to meet individual needs.

A copy of our behaviour policy is available from the school website or office.

### **Pupil and staff wellbeing**

Positive attitudes and kind behaviour are modelled and celebrated throughout the school and we use Class Dojo to recognize children as they demonstrate our desired 'gem powers'. All pupils can identify trusted adults within school to whom they could turn if they had any worries and we access resources through Compass Buzz, the PSHE Association and a range of external agencies in order to provide social, emotional and mental health support to pupils. We also value our committed staff team and we are working towards the Workplace Wellbeing Award.

### **Teaching and Learning**

For all schools in England and Wales, there is a statutory National Curriculum. This consists of the core subjects – English, Mathematics and Science – and other subjects known as foundation subjects which are computing, history, geography, design and technology, art and design, music and physical education (PE). Religious education (RE) is also a required subject. Other subjects make up the whole curriculum, including personal, social and health education (PSHE), Relationships and Sex Education (RSE) and, for pupils in Key Stage 2, French.

While there are compulsory subjects in the whole school curriculum, parents do have a right to withdraw their children from religious education, from acts of collective worship and from aspects relating to sex education.

The curriculum, teaching and learning are organised in 3 Key Stages:

- The Foundation Stage – Nursery and Reception age children' ages 2 - 5
- Key Stage 1 (KS1) – includes children in Years 1 and 2, ages 5 - 7
- Key Stage 2 (KS2) – includes children in Years 3 – 6, ages 7 –11

Statutory assessments are carried out at the end of each Key Stage by means of external tests (SATs) and/or teacher assessment.

At Castleton Primary School, we teach our children in two mixed-age classes:

Acorns – Reception, Year 1 and Year 2  
Oaks – Years 3, 4, 5 and 6

Teachers plan what they are going to teach each term using the Early Years Foundation Stage Framework and the National Curriculum, together with their own interests and expertise to make sure that all children receive a broad and balanced curriculum which is appropriate to their needs and stage of development. We believe in having a creative curriculum that caters for the learning styles of all children. Our curriculum contains all statutory elements previously mentioned, with a focus on skills development and building on prior knowledge. We endeavour to make effective and frequent use of our extensive school grounds to support teaching and learning across a wide range of curriculum areas, in addition to our forest school provision.

We use an online platform, 'Balance', to support our planning and assessment of pupils' progression through the curriculum.

You will receive information about the curriculum in your child's class on a termly basis and regular updates are also provided in the weekly newsletter. This is to help you support your child's learning outside school. Our aim is to provide every child with a structured curriculum which leads to the development of the skills and knowledge in each subject.

### **Outdoor learning, including forest school provision**

Outdoor learning is a key feature of our provision and children have frequent opportunities to participate in a range of activities either on the school grounds or within a local woodland area, to which we have been kindly granted access. Hidden behind our historic building are extensive grounds, which include fantastic tiered gardens featuring a pond, greenhouse, adventure play area, stage, quiet zone, forest school site and an outdoor classroom! We also benefit from direct

access to the local playing fields and cricket grounds, as well as having a regular booking at the village hall. In addition to the adventurous forest school provision, which includes lighting fires and using blades, we also embrace the outdoors throughout the curriculum, ensuring that children have access to a wide range of learning opportunities across different subject areas.

### **Relationships and Sex Education (RSE)**

The governors' agreed policy ensures relationships and sex education is provided in a manner appropriate to the age and development of the child, as it arises naturally and incidentally, as a result of other activities, and in response to children's questions. Parents will be informed of any lessons which may cover aspects of sex education and they do have the right to remove their children from these lessons if they so wish.

### **Religious Education**

Religious education is provided in accordance with the syllabus agreed by NYCC. The objectives of the religious education curriculum support our school aims further by taking into account the need for social, moral and spiritual education based upon broad Christian principles, but we also ensure that children have experience and gain understanding of other religious beliefs.

All children receive regular lessons in religious education and take part in collective worship unless parents request, in writing, that they be withdrawn from these activities. In such cases, alternative provision will be discussed.

### **Physical Education**

The P.E. curriculum includes gymnastics, dance, outdoor activities, swimming, athletics and games. The school uses the playground, village hall and local field for PE lessons. Where appropriate, we will invite other providers, such as specialist dance teachers, into school to support our PE provision.

### **Special Educational Needs**

Throughout the school there is a well-established system of support for children with special educational needs. Mr Cooper (headteacher at Castleton school) is the school's Special Educational Needs Coordinator (SENCO). To meet pupils' special educational needs, we use the specialist expertise of staff within the school, as well as seeking support from specialist agencies, including speaking and language therapists, the NYCC SEND team and Education Psychology service.

Parents are always kept fully informed of any concerns we may have about their children's progress. If you have any anxieties about your child's educational development, please contact your child's teacher in the first instance.

### **Equal Opportunities**

Tolerance of racial, religious and gender differences and the promotion of equal opportunities is a fundamental feature of our school life. We are concerned that all children grow to appreciate the multi-cultural nature of our society. We want our children to experience the essence of other cultures and we look for ways to make this a part of learning. We make sure that all children share all the opportunities we provide at Castleton Primary School.

We use signing as a communication tool and will be developing this further in the coming months and years, with the long-term vision of becoming a recognised Makaton-friendly school.

### **Homework**

We encourage all parents to support their child(ren) with home learning, including listening to your child read regularly. A copy of our homework policy is available to all parents on request. If you have any questions or concerns regarding homework, please see your child's teacher.

### **Music**

All children learn music as part of the National Curriculum and have regular opportunities to sing in class and as part of our school choir. In addition, peripatetic instrumental tuition is available (please contact the school office for details). We encourage our pupils to take part in community concerts and festivals, most noticeably the Eskdale Festival at Whitby.

### **Educational visits**

A wide variety of visits to support and enhance our curriculum are organised throughout the school year. These range from short walks around the local area, to the church for example, to museum visits, theatre trips and to whole school days out and residential activities for the older pupils.

Letters containing information about such outings are sent to parents well in advance. Parents will always be asked to sign a slip giving permission for their child to take part in a visit or out of school activity unless it is within our identified local learning area, such as our regularly forest school sessions in local woodland.

## **Charging and Remissions Policy**

Educational visits and within school events are arranged from time to time to provide valuable first-hand experience and promote children's learning. These visits and events are often subsidised by school, but we sometimes ask for a voluntary contribution towards the costs. No child will be excluded from an educational visit or experience because of an inability to pay. However, we are very grateful for any contributions made as the school could not afford to pay the whole cost. The school reserves the right to cancel any visit or event if there is a shortfall in funding from voluntary contributions.

Further details are available in our Charging and Remissions policy, on the school website.

## **Complaints Procedure**

The Governors of the school are confident that most difficulties which arise between parents and the school can be resolved by amicable discussion between the parents, the Headteacher and other staff of the school.

In the unlikely event that this is not so, then Governors of the school will do their best to resolve complaints to the satisfaction of all concerned by following the arrangements authorised by the Trustees.

Full details of these arrangements can be obtained from the Headteacher or Clerk to the Governors.



## Health and Safety

### School Crossing Patrol

The school does not have a school crossing patrol, and parents are reminded that the High Street can be busy and dangerous. We encourage parents to avoid bringing children to school by car whenever possible and promote walking for its health and environmental benefits.

### Parking

The entrance to the school is clearly marked with parking restrictions and parents bringing their children to school by car are asked to have regard to the markings. Additionally, the taxi needs to park directly outside the single gate for safe boarding and alighting.

### Transport to School

Transport is provided both in the morning and the afternoon from and to Comondale, Westerdale and Westerdale side. Decisions over children's eligibility for school transport are made by the Local Authority and are based on the distance between home and school.

Children travelling on the school taxi must remain in their seats and wear seatbelts whilst in the taxi. We expect standards of behaviour on the taxi to be the same as they are in school.

### Illness and Injury

In the event of a child being ill or injured at school, parents will be contacted as soon as possible so the child can be collected from school. For this system to work effectively, it is essential that the school has an up to date record of contact names, addresses and telephone numbers. Please let us know straight away if there are any changes to these details.

### Medicines and medical care

Where medication is required, parents should complete a form (available from the office) giving authorisation for the medicines to be administered to their children. The authorisation must accompany the bringing to school of the medicine and should include detailed instructions with regard to the quantity and frequency of administration.

The medicine should be brought to school in a properly labelled container with the name of the prescribing person (normally the G. P.) on the label, as well as the name and home address of the pupil, the name of the medicine, the dosage and time of administration. PLEASE NOTE ONLY MEDICINES WHICH ARE PRESCRIBED AND REQUIRE TO BE ADMINISTERED FOUR TIMES A DAY CAN BE SENT TO THE SCHOOL. Parents are welcome to come into school if required to administer the likes of Calpol, etc.

If your child administers their own medication (this includes inhalers) the parents/carers must complete a Self-Administration of Medication Form, available in the office. Children who use asthma inhalers must keep these in the classroom so they are accessible when needed. It is the responsibility of parents/carers to decide if their child needs an inhaler in school and to make sure the child has one. In addition to children carrying their own inhalers (in the infant class, the class teacher will help the child to look after it), we also require parents to provide a spare for school. The spares will be kept in the office in a bag for each child and will be collected when children are taken out on trips whether or not the child has their own inhaler. Parents are also required to sign a Consent Form for the use of the School Emergency Inhaler should this ever be necessary.

Further details are available in our Medical Policy, available via the YEAT website.

### **Smoking**

Castleton Primary School is a no smoking site. Smoking, including the use of e-cigs or similar devices, is not allowed anywhere on the school premises by staff, parents, visitors or community users.

### **Transfer to secondary school**

At the age of eleven, children normally transfer to secondary school. In recent years, pupils from Castleton Primary have transferred to Whitby School, Laurence Jackson School and Stokesley School.

During the autumn term, Year 6 children and their parents are invited to open evenings at the secondary schools before they make their choice. In the summer term, members of staff from the secondary school will come to Castleton to meet the children, talk to them and generally prepare them for the next step in their education. 'Transfer Days' will be arranged, usually in the penultimate week of Year 6, when they will actually travel to their chosen secondary school to meet their form teacher and classmates, follow the timetable and have lunch. These transfer days are very successful and reassure the children about the next stage of their education.

### **School Policies**

Copies of school policies are available on the school website. Hard copies are available from the school office on request.

## **OUR PARTNERSHIPS**

### **Castleton and Glaisdale Primary Schools**

Castleton and Glaisdale schools share one governing body and the staff work closely together. They share a headteacher, with Mr Cooper spending time in each school throughout the week, and curriculum leaders are shared across the two schools, as well as other small schools in the trust (Oakridge and Lealholm). We believe this collaborative approach strengthens the offer in all of our schools.



### **Yorkshire Endeavour Academy Trust (YEAT)**

The Yorkshire Endeavour Academy Trust is a unique and exciting partnership that was formed on 1<sup>st</sup> February 2018 by five primary schools (Castleton, Glaisdale, Lealholm, Airy Hill and West Cliff)



that have a long and successful track record of collaborative working, each with significant expertise in supporting schools.

Between us, we have supported 22 schools through School-to School support strategies. This has enabled us to develop lasting relationships with colleagues based upon trust and mutual respect. This has included a new school to the trust, Oakridge Primary School, Hinderwell, who joined in October 2022.

Our Academy Trust is built on shared core values and a real drive to provide an outstanding education for all. We are an inclusive group of schools who firmly believe in celebrating and preserving the diversity within our member schools, whilst ensuring that the Trusts ethos of an outstanding education for all, is at our very core and underpins everything we do.

We provide a rich and exciting curriculum in a safe and caring environment, where children flourish and have the opportunity to build positive relationships, make reputable choices and be inspired to become innovative life-long learners.

We recognise that parents and carers are an integral part of our family of schools, and we strive to work with them to make positive contributions to our local communities.

### **Whitby Area Schools Partnership**

We work with all the Primary and Secondary Schools in the Whitby area to support the transition process for our pupils as well as taking part in many joint events for pupils and staff.

## School Details

Castleton Community Primary School  
38 High Street  
Castleton  
Whitby  
YO21 2DA

Telephone: 01287 660496  
School Secretary: [admin.castleton@yeat.co.uk](mailto:admin.castleton@yeat.co.uk)  
Headteacher: [headteacher.cg@yeat.co.uk](mailto:headteacher.cg@yeat.co.uk)  
Website: [www.castletonprimaryschool.co.uk](http://www.castletonprimaryschool.co.uk)

### For more information about our school, please visit these websites:

Ofsted inspection report  
<https://files.ofsted.gov.uk/v1/file/2244485>

Ofsted Academy Conversion letter  
<https://files.ofsted.gov.uk/v1/file/2752069>

Ofsted Parent View Results (2019/20)  
<https://parentview.ofsted.gov.uk/parent-view-results/survey/result/182887/10>

DfE Find and Compare Schools  
<https://www.compare-school-performance.service.gov.uk/school/144680/castleton-primary-school/primary>

DfE Get Information About Schools  
<https://get-information-schools.service.gov.uk/Establishments/Establishment/Details/144680#school-dashboard>

### Local Education Authority Contact Details

#### Children's and Young People's Services

North Yorkshire County Council  
County Hall  
Northallerton  
North Yorkshire  
DL7 8AE

Tel: 01609 780780  
E-mail: [education@northyorks.gov.uk](mailto:education@northyorks.gov.uk)  
Website:  
<http://www.northyorks.gov.uk/education-and-learning>

#### Admissions, Transport and Free School Meals:

North Yorkshire County Council  
Children & Young People's Service  
Jesmond House  
31-33 Victoria Avenue  
HARROGATE  
HG1 5QE

Admissions Team: 01609 533679  
E-mail: [schooladmissions@northyorks.gov.uk](mailto:schooladmissions@northyorks.gov.uk)  
Transport Team: 01609 533693  
E-mail: [schooltransport@northyorks.gov.uk](mailto:schooltransport@northyorks.gov.uk)  
Free School Meals: 01609 533405  
E-mail: [schoolwelfare@northyorks.gov.uk](mailto:schoolwelfare@northyorks.gov.uk)