



School Prospectus

2019/20

<https://www.castlehillprimary.net/>



Dear Parents and Friends of Castle Hill Primary School,

Thank you for your interest in Castle Hill Primary School. We are a multi award winning community school with a strong track record of working on policy at a national level and delivering excellent education at a local level.

Our ethos has been cited as outstanding as has the behaviour of our children. If you value hard work, exemplary manners, strict school uniform policy and competition please come and visit us.

We aim for excellence in everything we do while working in partnership with our parents as our school continues to grow year on year.



Mr John DF Martin MA
Executive Headmaster, Castle Hill Primary School

Executive Headmaster: John DF Martin MA Deputy Head: Ms R Willmouth MSc
Greenbank Campus: Winklebury Way, Basingstoke, Hampshire. RG23 8BN
Rooksdown Campus: Park Prewett Road, Basingstoke, Hampshire. RG24 9XA

Dear Parents and Friends of Castle Hill Primary School,

It gives me great pleasure to welcome you to Castle Hill Primary School.

Castle Hill Primary School is an excellent school with an exceptionally talented team who are committed to bringing the best out of your child. The team works closely with the Governing Body, parents and the local community striving to achieve our motto of "Aiming for Excellence".

We also believe that "Manners Matter" and aim to prepare your child for the future by providing them a structured, disciplined, aspirational, yet happy working environment. It is our belief that by working towards these aims, and with the right support, every child has the ability to reach their full potential. If you share our values and vision, I would encourage you to come and visit us where, I am sure, you will be made to feel most welcome.



Mr Graeme Train

Chair of Governing Body



Greenbank campus



Rooksdawn campus



Castle Hill Primary School

Castle Hill Primary School is maintained by the Hampshire Education Authority. Since September 2015 we are operating two campuses, the original Greenbank Campus (formerly Castle Hill Junior School opened in 1968) and the Rooksdown Campus (the newly built site). Greenbank Site has eight self-contained classrooms and caters for a two-class intake. The Rooksdown Site has fourteen self-contained classrooms and from September 2016 catered for a two-class intake of 60 Year R places. The school will then continue to grow each year through its Reception intake.

Phase 2 of the school has grown from 7-14 classes, welcoming children from September 2019.

Admissions in Catchment Area

Main-round admissions are co-ordinated by the Admissions Team for all children starting in Year R Rooksdown and Year 3 Greenbank. Should you require any more information:

<https://www.hants.gov.uk/educationandlearning/admissions>

Telephone: 0300 555 1377 or alternatively visit our website <https://www.castlehillprimary.net/> to read our Admission policy.

For anyone wishing to join the school part way through the year, please complete an In-Year Application to join the waiting list.

<https://www.hants.gov.uk/educationandlearning/admissions/applicationprocess/inyear>

Internal Transfers

For anyone wishing to move their child(ren) from one site to another (i.e. from the Greenbank campus to Rooksdown campus), they will need to put their request in writing and mark it for the attention of Castle Hill Primary School Chair of Governors. The case must clearly state the reason(s) for wanting to transfer their child from one site to the other. Every internal transfer request will be reviewed on a case by case basis. Please note that there is no right to appeal against the Governing Bodies' decision, as the child(ren) are already admitted to Castle Hill Primary School.

Open Days

In Autumn Term we offer a number of open days for Reception (Rooksdown) and Year 3 classes (Greenbank). Please visit our website for more details.

Executive Headmaster: John DF Martin MA Deputy Head: Ms R Willmouth MSc
Greenbank Campus: Winklebury Way, Basingstoke, Hampshire. RG23 8BN
Rooksdown Campus: Park Prewett Road, Basingstoke, Hampshire. RG24 9XA

Tel: (01256) 473777

email: admin@castlehillprimary.net

Web: <https://www.castlehillprimary.net/>



Parents are Welcome

At Castle Hill Primary we operate an open door policy and welcome all parents to both campuses. If you have a skill or an interest that would be a benefit to our school, we would love to hear from you. We already have parents involved in a range of activities including:

- Reading
- Library
- School Allotment (after school club Greenbank)
- Trips
- Fundraising Friends

We are keen for our school across both campuses to continue to evolve. Anyone who volunteers in the school will be assessed as to whether a Disclosure and Barring Service check (DBS) is required.

Our open door policy means that if you have a minor concern we can easily settle it. In the first instance, please feel free to make an appointment to see your child's teacher. If it is a more complicated or delicate matter, please make a longer appointment where it can be discussed in more detail. Teachers try to avoid parent appointments on a Wednesday evening, as this is when we have our staff meetings. We ask that you do not detain your child's teacher at the beginning of the day as they are trying to set up for the day ahead, and this can impact teaching and learning time. If there is an emergency or urgent need to speak to the teacher then come into reception and the team will be happy to assist. Thank you for your cooperation and understanding.

There are Parents' Evenings twice a year, in the Autumn and Spring Terms, when parents can discuss, with the class teacher, their child's progress and development on a confidential basis. There is an online booking system to do this via Tucasi/ScoPay and parents will be given a username and password to do this. A written report is sent home towards the end of Summer Term.

During the course of the year there are many opportunities to feedback your thoughts about the school, including the Parents' Feedback Section in the annual reports and our annual questionnaires. These help us improve our service to you and your family. You can also complete an Ofsted questionnare that can be found via our school website and under the 'Parents' heading – 'Parents View'.

Pupils Voice – Our Student Senate

Castle Hill Primary School belongs to all of us so the pupils' opinions matter. We have a Student Senate which means that everybody's voice can be heard. With elections taking place every September, pupils from each year group make speeches to their peers who vote for whom they wish to represent them as a member of the Student Senate.

Key Policies and the Castle Hill Primary School Website

Our website address is our main point of information and will address most queries, <https://www.castlehillprimary.net/>.

Please refer to the website for all our key policies and information <https://www.castlehillprimary.net/our-school/policies>. The policies that may be of interest are:

- Admissions
- Child Protection
- Complaints
- Behaviour
- Safeguarding

To name but a few!





The Governing Body

The Governing Body has a general responsibility for the strategic and financial management of the school and is involved in curriculum development and policy.

If you need to contact the governors, you can do so by emailing the Clerk to Governors aw@chjs.net or speaking to the reception team at Castle Hill Primary School, Greenbank or Rooksdown campuses

Chair of Governors/LEA Governor

Mr Graeme Train

Vice Chair of Governors/Co-opted

Mr Brian Dixon

Staff Governor

Ms Rebecca Willmouth

Co-opted Governor

Mrs Mo Rowe

Co-opted Governor

Mr Jeff Bennett

Co-opted Governor

Mrs Victoria Hamilton

Co-opted Governor

Mr Kevin Watson

Co-opted Governor

Miss Ella Fernando

Parent Governor

Mrs Joanne Austin

Parent Governor

Mrs Tracey Desjardins

Clerk to Governors

Amanda Wrigley & Sophie Goddard

Routines

	Greenbank KS2	Rooksdown EYEFS/KS1	Rooksdown KS2
Gates Open	08:30	08:40	08:30
Doors Open	08:35	08:45	08:35
Registration	08:45	08:55	08:45
Lessons Start	08:50	09:00	08:50
Morning Break	10:30 - 10:45	10:30 – 10:45	10:30 - 10:45
Lunch	12:00 - 12:50	12:00 - 13:00	12:10 – 13:00
Finish	15:00	15:00	15:00

** Children who arrive before the gates open cannot be supervised. If your child is late they must be signed in at Reception by a parent giving reason for lateness.*

For safety reasons we have restricted access through our Greenbank campus vehicle gate between the following times: 08:30 - 09:15; 10:30 - 10:45; 12:00 - 13:00 and 14:45 - 15:15. Thank you for your support.

Travelling to School - [Travel to School web page](#)

We are constantly working hard to ensure the children's safety at the start and end of each school day. We have now achieved the Modeshift Stars Gold Award. Modeshift STARS is the national school awards scheme that has been established to recognise schools that have demonstrated excellence in supporting cycling, walking and other forms of sustainable travel in order to improve the health and well-being of children and young people.

The Greenbank Campus has very limited parking for parents and the Rooksdown Campus has no parking for parents on site. In order to make school a safer place we ask that parents consider the following;

- Walk, scoot or cycle to school - Both campuses provide storage for scooters and bikes and these are left at school at your own risk
- Park and stride - park further away from school and walk the last part of your journey (more details can be found on our website)
- Please consider the local residents when parking at school
- In accordance with **The Highway Code specifies, DO NOT** stop or park:
 - near a school entrance
 - anywhere you would prevent access for Emergency Services
 - opposite or within 10 meters (32 feet) of a junction, except in an authorised parking space
 - in front of an entrance to a property or on a bend



School Grounds

We strive to ensure an attractive environment within our school grounds and indeed it costs a great deal of money to do this. May we ask your co-operation in discouraging anyone from misusing the grounds and report any vandalism or suspicious behaviour immediately. We have many parents who keep an eye on the school and grounds and we are grateful to them.



School Dogs

Since her arrival as a 10-week old puppy, Ruffles has supported children at both sites with all sorts of emotional needs. These included coping with bereavement, exam pressures, anger management, anxiety, and not to mention increasing the children's understanding of responsibility and developing empathy.

We've now introduced a second therapy dog. Callie is a female Cavapoo and is situated at our Rooksdown Campus. Both dogs have passed The Kennel Club Good Citizen Dog Scheme Gold award for training. The sheer enjoyment the children get from being around the school dogs is lovely to see!



Other than Ruffles and Callie, for both campuses we operate a no dog policy for Health and Safety reasons.



Communication at Castle Hill Primary School

Greenbank

Please write to us at Castle Hill Primary School, Greenbank, Winklebury Way, Basingstoke, Hampshire, RG23 8BN. You can telephone us on **(01256) 473777 (option 1)**

Rooksdown

Please write to us at Castle Hill Primary School, Rooksdown Campus, Park Prewett Road, Basingstoke, Hampshire, RG24 9XA. You can telephone us on **(01256) 473777 (option 2)**

Our email address is: admin@castlehillprimary.net

Our web site address is: <https://www.castlehillprimary.net/>

We also use a web-based tool called Tucasi for emailing and texting parents.

Another way we communicate with our parents is through our regular school Newsletter which is available on the website.

Term Dates - 2019-2020 - [Term Dates web page](#)

Autumn 1	Thursday 5 th September to Friday 25 th October 2019
Autumn 2	Tuesday 5 th November to Friday 20 th December 2019
Spring 1	Monday 6 th January to Thursday 13 th February 2020
Spring 2	Monday 24 th February to Friday 3 rd April 2020
Summer 1	Monday 20 th April to Thursday 21 st May 2020
Summer 2	Monday 1 st June to Tuesday 21 st July 2020

Inset Days (pupils not in school):

Monday 22 July 2019
Tuesday 23 July 2019
Wednesday 4th September 2019
Monday 4th November 2019
Friday 14th February 2020
Friday 22nd May 2020
Wednesday 22nd July 2020



Home School Communication

Emergencies

It is **vital**, that we have an up-to-date record of contact telephone numbers including your mobile phone number in case of an emergency at school. Please keep us informed of **any changes**, as soon as they occur. This information is updated regularly, as a matter of course, and is confidential. Please advise us of **any** change of numbers. It is imperative that we have four daytime contact numbers for your child in case the main number is not successful.

Medicines and Illness

If your child requires any prescribed medication during the school day, please speak to one of the admin team in the school office. All medication needs to be signed in at the school office and a parental agreement form completed (available from the website page or the school office). The agreement form must be completed **before** we are able to administer medicine in school. Unfortunately, we are not able to administer any over the counter medicines.

Please visit our school website to view guidance on common childhood illnesses and absence requirements- [Medicine & Illness web page](#)

Attendance and Punctuality - <https://www.castlehillprimary.net/our-school/attendance>

Please contact the school office as soon as possible if your child is unable to attend school. Late attendance or absence must be explained either by telephone or letter, otherwise an unauthorised absence has to be recorded as a legal requirement. **If your child is absent it is the parents' responsibility to telephone the school before 10am** to explain the absence, so that we know the child is safe. If a child does not arrive at school for registration the administration team will phone home at 10am to check their whereabouts.

If your child is absent for three days or more, then a call to the school is required to confirm why your child is still absent otherwise a call will be made home. A letter is required when your child returns to school to keep on file.

Lateness is unacceptable; it has an impact on the school day. Our Inclusions Leader tracks lateness and absence across the school and will be in contact if we have a concern relating to persistent lateness or absence. We are aiming for above 97% attendance in line with the requirements of Ofsted. Attendance reports are sent out three times a year at the half-termly point.

Holidays and Withdrawals during term time

Hampshire County Council has a very strict policy on absence in term times. At Castle Hill Primary School we follow county guidance when authorising any absence. Here is HCC guidance on in term holidays:

*Children have 13 weeks annual holiday from school and **school holiday dates are published well in advance** online. As such, all parents/carers are expected wherever possible to plan and take their family holidays at this time so as not to disrupt their children's education. Education law states that parents **do not** have a right to take their child out of school for a holiday during term time. Only in exceptional circumstances may a headmaster grant permission for leave; and it is the Headmaster's decision on whether the absence is exceptional and how many days to approve.*

Wherever possible we would advise parents to schedule routine medical appointments outside the school day. If your child has a more severe medical condition that requires more lengthy and repeated appointments the following HCC guidance is followed.

If absence is long-term or repeated schools may request proof that your child is genuinely unwell and unable to attend school as this is a key part of their safeguarding duties. Keep copies of any appointment letters or medical reports.

Charging and Admissions Policy

It is the aim of the school that all educational visits should enhance the curriculum, enriching the children's knowledge and understanding. It is not possible for the school to fund these trips therefore we ask for a voluntary contribution to cover the costs of transport, admission and insurance. We ensure parents are notified in advance. The Charges and Admissions Policy is available to view on the school Policy page.

Fundraising Friends/Fundraising Opportunities

Our children benefit enormously from the money raised by the parents and friends of Castle Hill Primary School. We have two groups, one at each campus, of enthusiastic and hardworking PTFA who organise fundraising and social events. We also raise funds via Happy School Bags collection and easyfundraising. Visit our website for details of how to get involved. <https://www.castlehillprimary.net/parents/fundraising-opportunities>



Food in School

School Meal Policy

Castle Hill Primary School has a **NO DEBT** policy relating to school meals. Meals must be paid for **in advance** and cost £2.40 a day and £12.00 a week. The half termly or termly charges will also be available on the school's website. Meal debts will be followed up regularly to try and establish a reasonable re-payment plan. Unpaid debts will be referred to the HCC Legal Team as required.

Cashless School

Castle Hill Primary School is a **cashless** school for meals and trips, so these should be paid for in advance using our online payment system. You will be issued with a secure 'link code' that will enable you to register with our online system and make payments using a debit or credit card. Payments can be made easily from a Smartphone. You will find further details on our website under the 'Parents' menu under 'Online Payments' including a Quick User Guide.

In Year R and Key Stage 1 (Years 1 & 2)

Children in the above year groups are entitled to free fruit and a universal free school meal. Please note that the universal free school meal **is not the same** as pupil premium free lunch. Children who are 4 years of age are also entitled to Free School Milk. As soon as a child reaches 5 years of age the free milk ceases. However, parents can continue to pay into the

Cool Milk Scheme to continue this provision. Please ask for more information at the school office.

In Key Stage 2 (Years 3-6) children may bring a small snack into school to eat at morning break, a piece of fruit or vegetable or a healthy option is expected in line with the school's food policy (no chocolate or nuts).

No chewing gum, sweets and chocolate are not allowed in school. Please be aware that Castle Hill Primary School has a **complete ban** on any food products containing **nuts**. We have children who will be seriously ill just by being in close proximity to anyone who has eaten nuts or nut products. We would also ask that you **do not** send in cakes or sweets on your child's birthday as this can also present difficulties. Drinking water bottles can be brought from home or school ones are available from either Reception, price £1.50. These can be refilled from the taps in the classrooms when needed. We have no water fountains.



School Uniform - [School Uniform web page](#)

Castle Hill Primary School pride ourselves on our strict adherence to our uniform policy. The principle behind this is that school uniform makes all our children feel part of a team and feel that they are equally valued. Items can be purchased from Greenways Newsagents, in the Winklebury Centre, online via My Clothing Embroidery uniform service and at Skoolkit in town.

Please Note: Extreme haircuts are strongly discouraged and all mid to long hair needs to be tied back. Children should not use gel in their hair. Any jewellery or wearing earrings is **not** permitted at any time.

The school cannot take responsibility for the loss or damage of any personal items of property. Please ensure everything is labelled and expensive items are not brought into school.

KS1 (Year R – Year 2) – Rooksdown only

Main Uniform

- Grey trousers, skirt or pinafore dress
- White polo shirt, crested polo shirt or white shirt/blouse
- Navy blue crested **round** neck sweatshirt (boys) and Navy blue crested cardigan (girls)
- Navy Fleece Jacket Embroidered with logo (a navy school crested reversible and reflective waterproof jacket is available)
- Socks - Girls can wear White, Grey or Black and for Boys, Grey or Black
- Tights in Navy, Red, Cream or Grey can be worn
- Black shoes no fashion shoes please

Summer Uniform

As above, however boys can wear grey shorts and girls can wear light blue gingham summer dresses. Sandals can be worn during the summer months provided they are in the school colours (black, white or navy). CHPS navy blue baseball cap for both girls & boys.

PE Uniform

- Light blue crested T-shirt
- Navy Shorts
- Navy or grey tracksuit
- Plimsolls for indoor work
- Trainers for outside

Outdoor Activities

Children in Year R work outside 50% of the time. Therefore we ask that your child has the following clothing in school in order for them to be able to participate fully and in all weathers.

- All weather, waterproof outdoor suit
- Wellies
- Spare pair of socks

Please note: We would also strongly recommend your child has a full set of spare clothing, including underwear.

Other suggested kit:

- Water bottle (available from the office £1.50)
- Book bag (available from Greenways, My Clothing and Skoolkit)
- PE bag (available from My Clothing and Skoolkit)
- Navy sun hat (available from Skoolkit)
- CHPS baseball cap (available from the office - limited supply and Skoolkit)

Please no rucksacks or pencil cases as we have limited storage.

KS2 (Year 3 – 6) – Rooksdown and Greenbank

Main Uniform

- Grey trousers, skirt or pinafore dress
- White polo shirt, crested polo shirt or white shirt/blouse
- Navy blue crested v neck sweatshirt (boys) and Navy blue crested cardigan (girls)
- Navy blue blazer with school crest – schools preferred choice
- School tie (red and silver diagonal stripe)
- Navy Fleece Jacket Embroidered with logo (a navy school crested reversible and reflective waterproof jacket is available)
- Socks - Girls can wear White, Grey or Black and for Boys, Grey or Black
- Tights in Navy or Grey can be worn
- Black shoes no fashion shoes please

Summer Uniform (worn Summer and Autumn 1 terms)

As above, however boys can wear grey shorts and girls can wear light blue gingham summer dresses. Sandals can be worn during the summer months provided they are in the school colours (black, white or navy). CHPS navy blue baseball cap for both girls & boys (available from Skoolkit).

Both girls & boys can wear a winter rain jacket in school colours (blue /black). There is also a waterproof reversible jacket with the school crest available from Greenways & Skoolkit, **no denim, leather or any fashion jackets/coats. Reflectors are positively encouraged.**

Footwear

Black, navy school type shoes are required for indoor use. No fashion shoes, boots or socks, e.g. stripy, spotty. Outdoor shoes are needed for wet weather and black plimsolls for physical education. No trainers are to be worn indoors. A shoe bag is useful, but no huge football bags please, as space is limited. Black, navy or white sandals can be worn.

Please note: a strict school uniform policy applies to all pupils and no variations will be permitted.

P.E Kit

- Light blue T-shirt with the school crest and dark blue shorts
- Black plimsolls for hall work and trainers for outdoor and winter sports
- (football boots may be required, school will notify if and when)
- A plain silver grey or navy blue sweat shirt and jog pants, **but any designer labelled ones are not acceptable.**
- PE bag (available from My Clothing and Skoolkit) or any small bag please.

Lost Property

Many expensive items of clothing are lost every year and it is very difficult to give them back to pupils if they are not labelled. **Please label all clothing.** We recommend using labels as permanent marker eventually wears away. We would advise against sending your child into school with expensive items of clothing e.g. trainers or football boots.

Lost property will be displayed outside the front entrance every **Thursday** after school at Greenbank campus and for Rooksdown can be found outside reception in-between the sliding doors. For clothing not claimed by the end of **every half term** it will be sold by Fundraising Friends to raise money for the school or donated to a local charity shop.

Personal Belongings

There are a few items that should not be brought into school for safety reasons. These obviously include things such as matches, knives, personal stereos, jewellery, money, collectable cards, expensive toys or precious items, as well as any other dangerous articles. Electronic equipment, such as mobile phones, smart watches and hand held games are not permitted in school (see information below).

The school cannot take responsibility for the loss or damage to any personal items brought into school.

'Smart' Watches, Mobile Phones and other electronic devices

As agreed by governors and our Student Senate, please be aware that, although we encourage children to wear watches into school, we do not allow your child to wear a 'smart' watch, or any watch that has the same functionality as a mobile phone or PC, on the school site.

Additionally, can we remind parents that mobile phones are not permitted in school. The only exception to this ruling is when it has been agreed that a child is permitted to walk some distance to and from school, and the parent feels that they should have one for contact in an emergency. In this instance we request that we have this in writing prior to the arrangement

commencing, where possible this phone should be a basic model and not a smartphone. On arrival, the phone should be handed to your child's class teacher, who will return it at the end of the school day.

Please note: the school accepts no liability for loss or damage while on school premises, and if it has been found that a phone is being used inappropriately on school grounds, it will be confiscated.

Any mobile phone/device/smart watch which is used without the permission of a member of staff will be confiscated and kept in a safe place by the school until appropriate arrangements can be made for the collection of the phone/device/smart watch. The child will be dealt with in accordance with the school behaviour policy.

Under no circumstances should a mobile phone/device/smart watch be used to record still or video images, or to record audio whilst on the school premises.

The above stipulations are part of our safeguarding and child protection protocols and your compliance is requested for the safety and well-being of the whole school community.



After School Clubs/Holiday Clubs

Through-out the school year at Castle Hill Primary School we offer an extensive variety of after school clubs for children to get involved with. The clubs provide a safe, friendly and secure environment where a variety of activities are offered. Details of our afterschool activities can be found on our school website.

Energy Kidz – Rooksdown Out of School club

Energy Kidz is a leading provider of out of school childcare for primary school aged children, offering fun and affordable childcare working from our Rooksdown campus. All qualified staff are DBS checked to an enhanced level, first aid qualified and are experienced in and passionate about the activities we offer. Children can try a range of activities including arts and crafts, sports, or just chill out and enjoy the variety of toys and games available.

For more information visit <https://www.energy-kidz.co.uk/breakfast-and-after-school-clubs/>

