

COMPASS

INFORMATION BOOKLET



SUPPORTING YOU WITH YOUR STUDIES





CONTENTS



In this booklet you will find all you need to know about the COMPASS department.

- 4) Welcome to the COMPASS department
- 5) We are excited to meet you
- 6) Meet our staff
- 7) Arriving at the Academy
- 8) Rooms in the COMPASS department
- 9) Toilets
- 10) Corridors
- 11) Indoor sports lessons
- 12) Mastery Halls
- 13) Dining Hall and Chequers
- 14) First Aid
- 15) First Aid
- 16) Preparing for the day
- 17) Timetable
- 18) Start and end of lessons
- 19) ParentPay
- 20) The cover room
- 21) Who can I speak to?

WELCOME TO THE COMPASS DEPARTMENT

The COMPASS department is a very warm and welcoming inclusive space at Castle Hall Academy for students with additional needs. Castle Hall Academy believes that every student matters, therefore the COMPASS staff work closely with teaching staff to make sure that all lessons meet the needs of all students.



The department has a committed team of nurturing and friendly staff who work hard to support students' needs during the whole school day. Support in the classroom which helps students achieve their full potential by developing confidence and skills to become

independent learners.

Support sessions and interventions are run in the COMPASS department to make learning fun and exciting.

COMPASS also offers a 'safe space' at break and lunchtime - students have the opportunity to relax their mind, chat with friends or complete home learning.



WE ARE EXCITED TO MEET YOU!

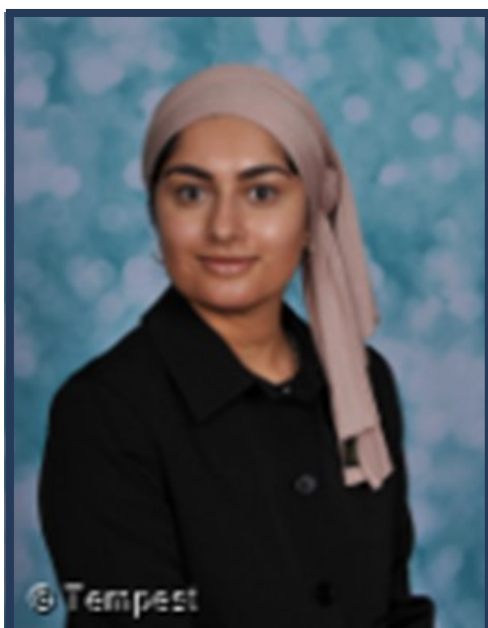
We are very excited to meet you and welcome you to Castle Hall Academy



Miss Ward

SEND Coordinator

RWard@castlehall.com



Miss Mohammed

SEND Administrator

NMohammed@castlehall.com

MEET OUR COMPASS STAFF

Our staff are looking forward to meeting you and supporting you with your studies.

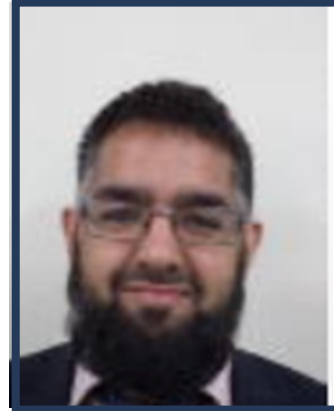
These are some of the key COMPASS staff who will be working with you.



Miss B Sacha



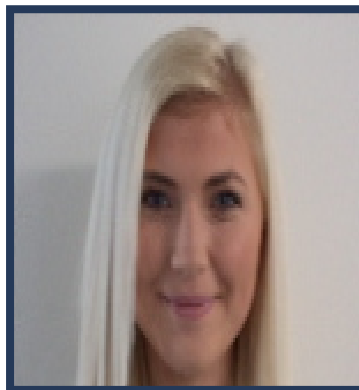
Mrs V Oliver



Mr I Afzal



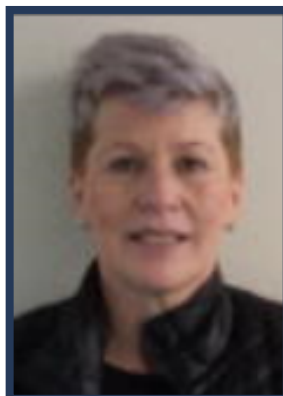
Mr K Hinds



Miss H Jackson



Miss J Speight

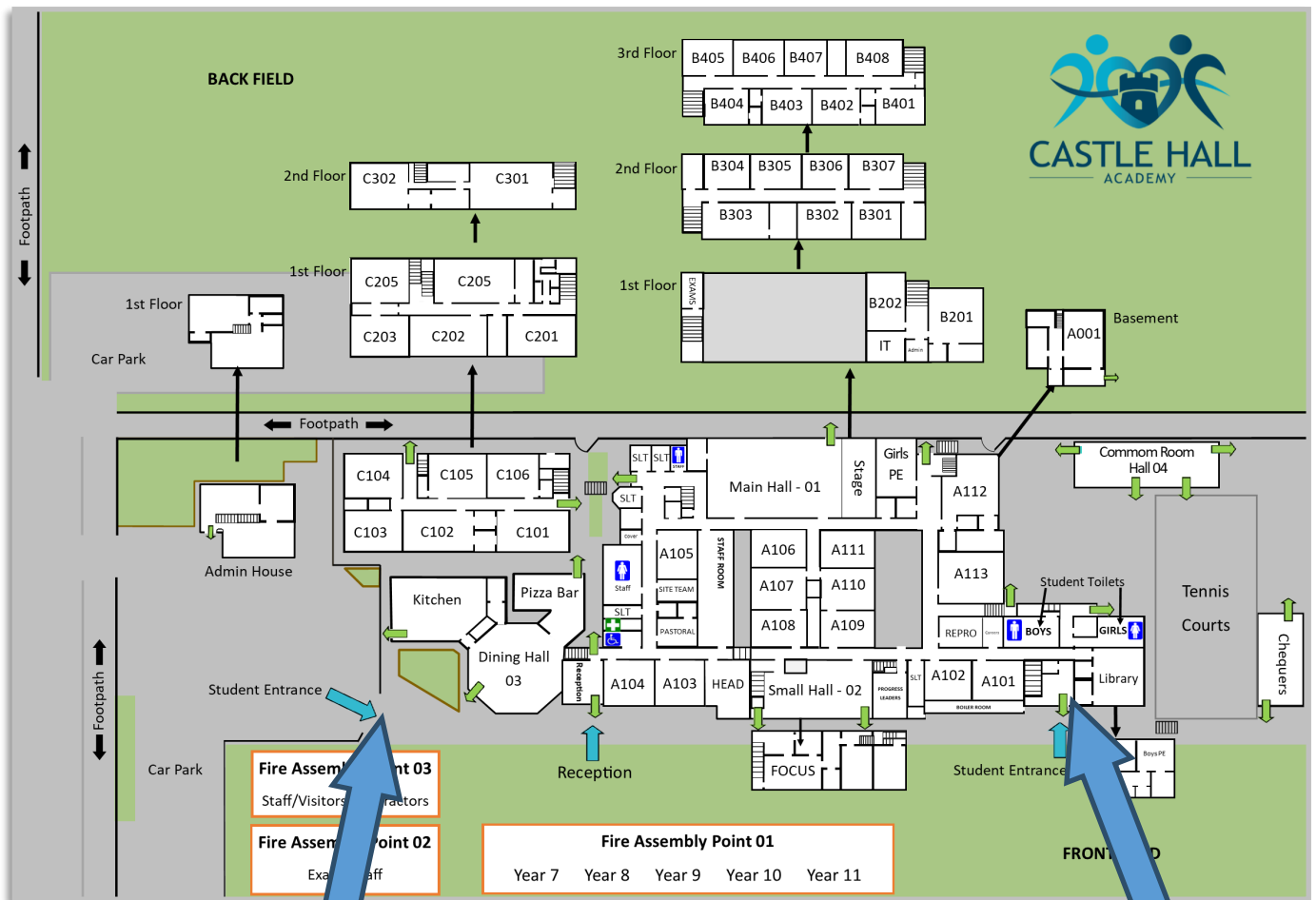


Ms J Morris

ARRIVING AT THE ACADEMY



You will need to be at the Academy by 8.20 am - The gates will close at 8.25 am



Entrance and Exits I will use when I arrive and finish School

ROOMS IN THE COMPASS DEPARTMENT

This is a safe and friendly space for our incredible students with SEND. You can come here at break and lunchtime to relax and make friends. Support sessions take place here too and also Mastery for some students.



TOILETS

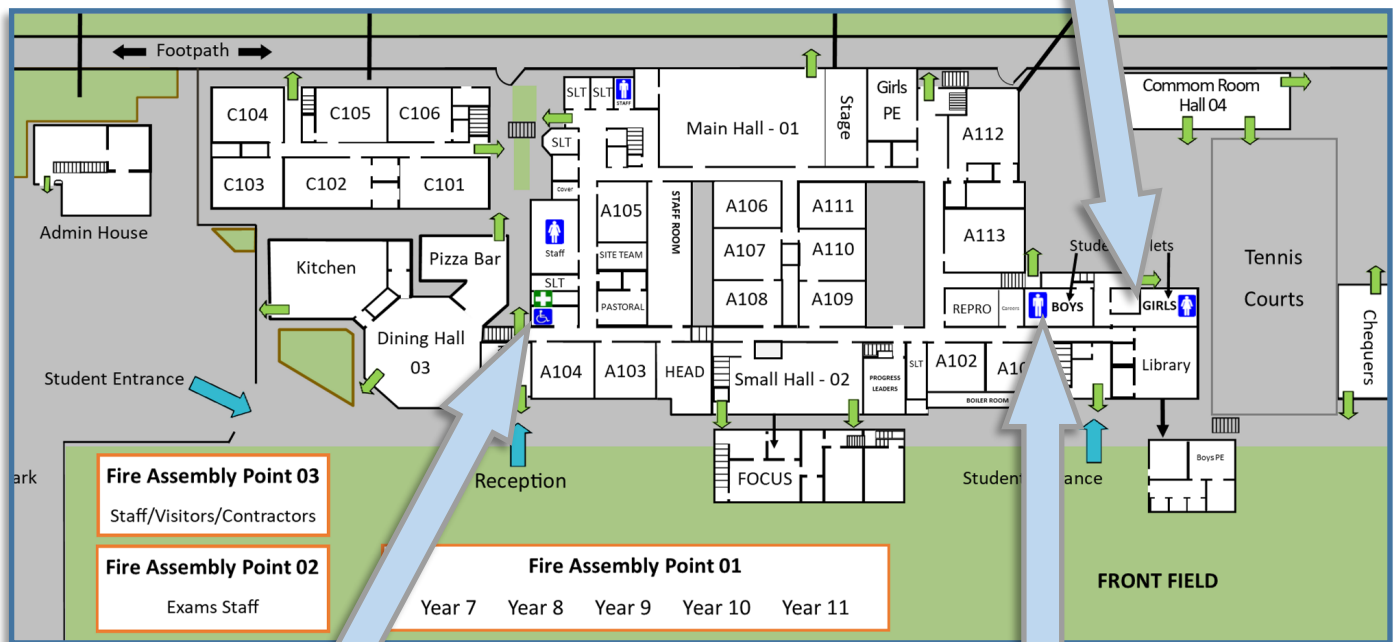
You can only use toilets:

- In the morning before period 1,
- Break time,
- Lunchtime and
- After school.

If you have a medical condition that means you need to go to the toilet frequently then you will be issued with a toilet pass so that you can leave class if you need to go to the toilet.

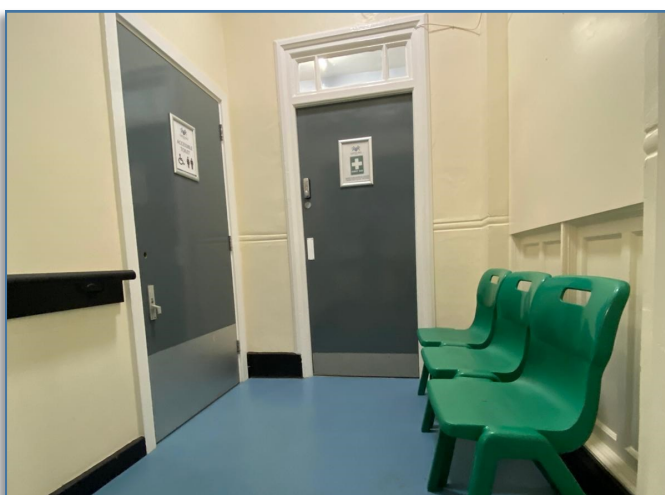


The girls toilets can be found here



The Accessible toilet can be found here

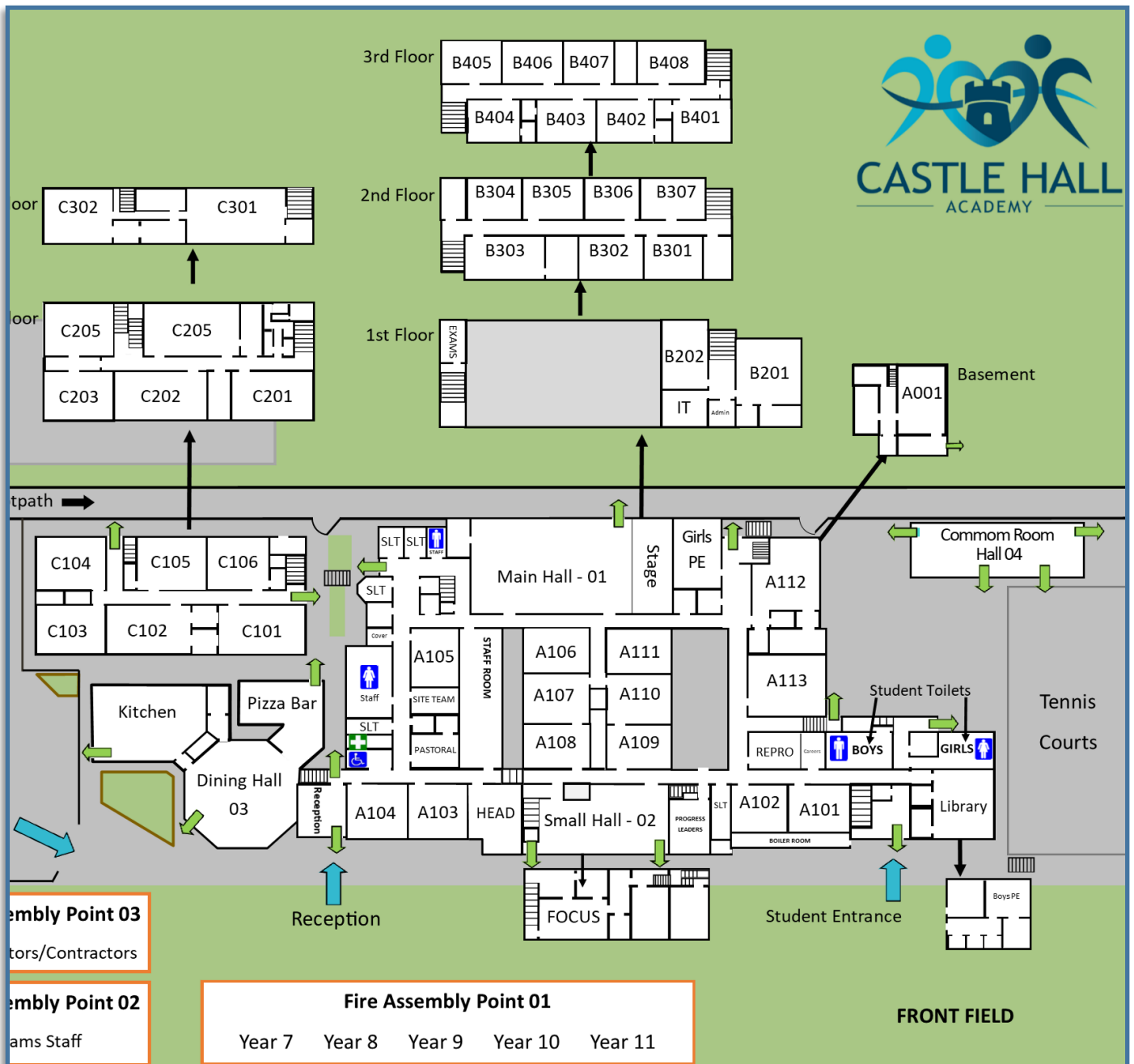
The boys toilets can be found here



CORRIDORS



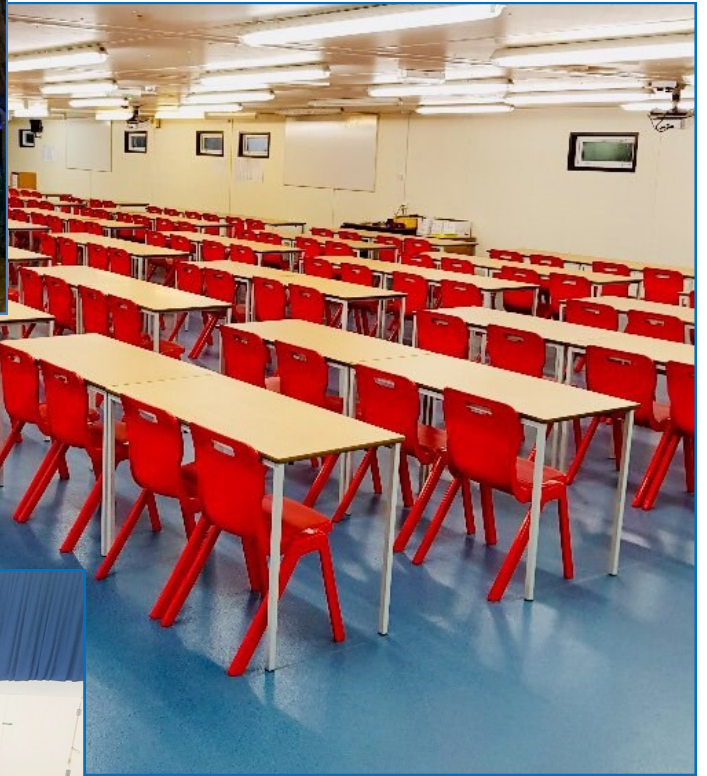
I will follow the arrows on the floor/stairs to show me the one-way system around the Academy.



MASTERY HALLS

Rooms in school – Mastery Halls.

The Mastery Hall is where I will have Mastery sessions in a morning.



DINING HALL AND CHEQUERS

Rooms in school – Dining Hall and Chequers

These are the two places I can go to at lunch and break to buy a meal or snack.



Breakfast club runs every day between 7.50 am and 8.20 am. You can buy toast and a hot drink.

FIRST AID ROOM

Rooms in school – First Aid

The First Aid room is near the school reception opposite room A104.

If you are feeling unwell or need to take some medication, you will need to go to reception to ask for a first aider to come and see you.





PREPARING FOR THE DAY

When I prepare for the school day I need to remember:

- My school bag
- Knowledge Organiser
- AFL Kit
- Homework
- PE kit (if needed that day)
- Snack and lunch (if I'm not having school dinners)
- A smile and positive attitude to learning



TIMETABLE

This is an example of a timetable. Mine will look different.

The timetable includes the class code, your teacher's initials and the classroom number.

Timetable - ALLSOP, Eva 7C1
as at 01/06/2020

	Mon	Tue	Wed	Thu	Fri
1	Collegiate ERN Hall 04	Collegiate ERN Hall 04	Collegiate ERN Hall 04	Collegiate ERN Hall 04	Geography AMG B404
2	Mathematics RCP B403	Creative RDD A113	Creative RDD A113	Mathematics RCP B403	English ALM Hall 03
3	French ASP A107	PE MGS	Mathematics RCP B403	Science KKA C204	Science KKA C204
Bre					
4	PE MGS Girls C	Mathematics RCP B403	Geography DPK B305	English ZIN Library	Personal Dev MGS A001
5	English SZA A104	French JKN A106	English SZA A104	History AME B306	Mathematics RCP B403
Lun					
6	Creative RDD A113	English SZA A104	History AME B306	Religious Edu FPL B307	
7	Science KKA C204	Science KKA C204	Science KKA C204	Creative RDD A113	
8					

Year 7 and 8	Year 9 and 10	Year 11
<u>Monday –Thursday:</u>	<u>Monday –Thursday:</u>	<u>Monday –Thursday:</u>
Lesson 1: 8.30-8.55	Lesson 1: 8.30-8.55	Lesson 1: 8.30-9.15
Reading: 8.55-9.15	Reading: 8.55-9.15	Lesson 2: 9.15-10.10
Lesson 2: 9.15-10.10	Lesson 2: 9.15-10.10	BREAK: 10.10-10.25
BREAK: 10.10-10.25	Lesson 3: 10.10-11.05	Lesson 3: 10.25-11.20
Lesson 3: 10.25-11.20	BREAK: 11.05-11.20	Lesson 4: 11.20-12.15
Lesson 4: 11.20-12.15	Lesson 4: 11.20-12.15	LUNCH: 12.15-12.45
Lesson 5: 12.15-1.10	Lesson 5: 12.15-1.10	Lesson 5: 12.45-1.40
LUNCH - 1.10-1.40	Lesson 6: 1.10-2.05	Lesson 6: 1.40-2.35
Lesson 6: 1.40-2.35	LUNCH 2.05-2.35	Lesson 7: 2.35-3.30
Lesson 7: 2.30-3.30	Lesson 7: 2.35-3.30	<u>Friday:</u>
<u>Friday:</u>	<u>Friday:</u>	Lesson 1: 8.30-9.25
Lesson 1: 8.30-9.25	Lesson 1: 8.30-9.25	Lesson 2: 9.25-10.20
Lesson 2: 9.25-10.20	Lesson 2: 9.25-10.20	BREAK: 10.20-10.40
BREAK: 10.20-10.40	Lesson 3: 10.20-11.15	Lesson 3: 10.40-11.35
Lesson 3: 10.40-11.35	BREAK: 11.15-11.35	Lesson 4: 11.35-12.30
Lesson 4: 11.35-12.30	Lesson 4: 11.35-12.30	Lesson 5: 12.30-1.25
Lesson 5: 12.30-1.25	Lesson 5: 12.30-1.25	

START AND END OF LESSONS

At the start of the lesson I will:

- Line up outside the classroom quietly with my AFL kit in my hand until the teacher instructs me to enter.
- Take a seat and take my equipment out of my AFL kit.
- I will complete the quick six (these are six questions linked to the previous lesson).
- Write in the date and title in my book.



At the end of the lesson I will:

- Wait for the first bell (this tells me that it's time to tidy up).
- Stand silently behind my chair with my AFL kit in my hand.
- Wait for the classroom teacher to dismiss my row.



ParentPay

ParentPay is a secure online payment system that enables parents/carers to pay for student's meals, trips and replacement equipment online instead of sending money into school. If students are entitled to Free School Meals their lunch account will be credited each day. When a purchase is being made in the Dining Hall or Chequers students will be asked to place their finger on the fingertip scanner, and once successfully verified by the till operator, the student's ParentPay will be debited. When students join in September fingerprints will be taken and added to the Castle Hall catering system.

Parents/carers will receive an activation letter to set up their ParentPay account. Letters are issued during the summer term so accounts can be set up before students start in September.

WHAT CAN YOU DO WITH PARENTPAY?

- **School Dinners** – View menus and check dietary and nutritional information. You can book and pay in advance or let your child choose in school.
- **Trips** – Pay for school trips through ParentPay. Schools can send out invitations to the relevant parents; who can respond with parental consent and provide medical information.
- **Clubs** – Receive advanced notification of clubs, so you can secure a place, book and pay early.
- **Online Shop** – Whether it's student photographs, uniform or equipment, you can purchase items online. Check item information like size and colour prior to purchase.
- **Communication** – Receive important messages from school via email and text.

THE COVER ROOM

What happens if my teacher is absent?

If your teacher is not available for your lesson, then you will need to go to the cover room. This is in Hall 04 which is next to the tennis courts.

You will have set work for your subject which will be supervised by the cover room teacher.



WHO CAN I SPEAK TO?

Who can you speak to if you feel worried or upset?

You can speak to any member of staff in the academy. You can also speak to our safeguarding team who are here to listen, support and help you at any time of the school day.



Mrs Jefferson
Assistant
Headteacher



Mrs Kempley
Safeguarding
Officer



Miss Ward
SENDCO



Mr Jackson
Director of Pastoral
Support

Heads of Year



Mr Johnson



Mrs Bonham



Miss Fox



Miss Clarkson



Mrs Ennis



CASTLE HALL

ACADEMY

