

# New Student Starter Booklet



**CASTLE HALL**  
ACADEMY



## WELCOME TO CASTLE HALL ACADEMY



  
**Ofsted**  
Good  
Provider

INFORMATION HANDBOOK FOR PARENTS, CARERS AND STUDENTS

# CONTENTS



In this handbook you will find all you need to know about starting your journey at Castle Hall Academy

- 3) **An introduction from the Chief Executive Officer**
- 4) **Welcome from the Headteacher and Head of School**
- 5) **Our Vision**
- 6) **The Academy Day**
- 7) **What you will need/Top tips**
- 8) **Uniform: What to wear**
- 9) **Get Sporty: PE Kit**
- 10) **Academy Food and Dining**
- 11) **Mastery Lessons and Home Learning**
- 12) **Getting it Right: Rewards**
- 13) **Behaviour for Learning**
- 14) **Extra Curricular Activities**
- 15) **Personal Property - Mobile Phones and Bikes**
- 16) **Attendance and Punctuality**
- 17) **Learning Modes**
- 18) **Your Academy, Your Responsibilities**
- 19) **Important Dates (Subject to possible change)**
- 20) **Student Help and Assistance**
- 21) **Communication—Parent / Social Media**
- 22) **Map of the Academy**

Dear Parents and Carers,

Impact Education Multi Academy Trust is on a mission to improve the life chances of children and young people. Driven by values we believe that 'collaborative leadership and strong partnership development' will lead to significant positive impact on the quality of education for all. Castle Hall is living out the Trust values through its vision to achieve academic excellence, develop character, and raise aspirations for all students in their care. Students feel safe and have great relationships with the staff, who are always willing to go the extra mile for their students.

We are a Trust where hearts and minds connect and have developed a culture and ethos that ensures children and young people achieve the very best outcomes, whilst developing a lifelong love of learning. Our students are encouraged to develop themselves as fully rounded, emotionally intelligent individuals. We are also committed to developing our staff by challenging everyone to be the best they can be. At Impact Education, we aspire to be world-class in everything we do. Our children and young people deserve nothing less.

With my very best wishes,



Mr M Kay  
Chief Executive Officer



## Impact Education MAT Academies



# WELCOME FROM THE HEADTEACHER



Dear Parents and Carers,

We are delighted to introduce this New Student Starter Booklet to you as a first step in our partnership for the progress of your child at Castle Hall Academy.

At Castle Hall Academy we are proud of the high expectations and strong work ethos we create. We will expect impressive standards of dress, presentation, courtesy, punctuality and work. We will offer in return a caring and supportive learning environment in which your child will be monitored in order to make progress.

This New Student Starter Booklet sets out an overview of the way the academy operates. Please do not hesitate to contact us if you have any matter you wish to discuss.

We look forward to working with you.

With our very best wishes,

Mr P Brook  
Headteacher



Miss E Rankin  
Head of School







## Vision

To achieve academic excellence, develop character, and raise aspirations for all at Castle Hall Academy



Academic  
Excellence



Developing  
Character



Raising  
Aspiration

---

## Curriculum

At Castle Hall Academy, we challenge social inequality by providing a broad, balanced and sequenced curriculum, which values knowledge retention and application building upon individual starting points that enables ambitious endpoints for all



Promotes a love of learning and provides an environment for all students to succeed in, whatever they aspire to do



Places high value on the breadth, acquisition, retention and application of knowledge



Enriches and bridges gaps in cultural knowledge

---

## Mission

To become an academy  
**‘where hearts and minds connect’**

# THE ACADEMY DAY

A free breakfast club runs every day between 7.50am and 8.20am in the Dining Hall; students can buy toast and a hot drink. If your child is eligible for free school meals they will be entitled to a free breakfast. Students are not permitted beyond the Dining Hall until **8:20am** when the morning bell sounds.

Students are expected on the Academy site by **8.25am**. Gates close at 8.30am.

It is parent/carer responsibility to ensure they arrive at the Academy safely and on time. A late gate operates from 8:30am to 8:40am, from 8:40am students sign in at reception. If a student is late without an appropriate reason, an after school same day 30 minute detention will be given.

It is recommended that students walk to school or use public transport where possible. If they must be dropped off or collected by car, we ask parents/carers to do so responsibly, parking safely, a good distance from the Academy.

All of our students stay in the Academy for lunch. See page 12 for lunch information. Lunch 'grab bags' are available on Fridays for students to take when they leave at 1.25pm.



## Academy Day

Mon to Thurs						
	Y7	Y8	Y9	Y10	Y11	
08:30-08:55	Mastery/Lesson 1					
08:55-09:15	Reading				Lesson 1	
09:15-10:10	Lesson 2					
10:10-11:20	Lesson 3/Break			Break/Lesson 3		Break Y7, Y8, Y9 10:10-10:25 Y10, Y11 11:05-11:20
11:20-12:15	Lesson 4					
12:15-1:10	Lesson 5					
1:10-2:35	Lunch/Lesson 6			Lesson 6/Lunch		Lunch Y7, Y8, Y9 1:10-1:40 Y10, Y11 2:05-2:35
2:35-3:30	Lesson 7					

Friday	All Years	
08:30-09:25	Lesson 1	
09:25-10:20	Lesson 2	
10:20-11:35	Lesson 3/Break	Break Y7, Y8, Y9 10:20-10:40 and Y10, Y11 11:15-11:35
11:35-12:30	Lesson 4	
12:30-1:25	Lesson 5	



**CAUTION**  
Children

**SCHOOL SAFETY REMINDER**

**KEEP OUR CHILDREN SAFE**

*"Please show you care - think before you park/manoeuvre."*

# WHAT YOU WILL NEED IN THE ACADEMY

What you will need on a daily basis:



- An Academy rucksack to keep all your books and AFL kit in. \*
- A calculator. \*
- Assessment for Learning (AfL) kit. \*
- A pencil case \*
- Knowledge Organiser \*
- A reading book
- A water bottle for use throughout the day - Water machines are available in the Dining Hall and Chequers.
- Your lunch and a drink if you are not using the Dining Room/Chequers

*(parents/carers should bring the medication in and will be asked to complete a form giving consent for it to be administered and details of the dosage. Please note for health and safety reasons, all medication is stored securely at the Academy.)*

## The AfL kit comprises of:

Knowledge Organiser  
Whiteboard, Whiteboard pen, Whiteboard rubber  
A4 Lined pad  
Pencil case  
Pencil, Eraser  
Green pen, Black pen  
30cm ruler  
Highlighter  
Glue Stick  
Calculator



## Top transition tips for students

- Be prepared – pack your bag the night before
- Set an alarm – make sure you arrive on time
- Eat well – a healthy breakfast will set you up for the day
- Look the part – wear your uniform correctly with pride
- Learn smart – always give your 'personal best' in class and in home learning
- Be organised – do your home learning on time and look after your equipment
- Don't worry – there will be plenty of friendly faces and support for you if you need it!

## Top transition tips for parents

- Help your child develop new routines
- Make sure your child knows how to get to and from the Academy
- Put name labels on all items of clothing
- Take an interest in what your child is doing at the Academy
- Provide your child with a quiet place to do their home learning and support them with its completion
- Familiarise yourself with new electronic communication and payment systems

\* These items will be provided by the Academy in September. Replacements will then be available to purchase on ParentPay.

# UNIFORM - WHAT TO WEAR

A uniform is worn by every student in the academy. We are proud of our students' smart appearance. As an academy we expect our students to arrive in full academy uniform and leave in full academy uniform. Smartness and good personal presentation are stressed at all times. All clothing should be clearly marked with student name not just initials. The Uniform policy can be found on our website.

## UNIFORM

Castle Hall Academy blazer with badge

White shirt with top button collar

Grey/black/white socks

Castle Hall Academy clip-on tie

Black hard scarf (f)/head covering (m) (optional)

Black tailored full-length trousers

Castle Hall Academy v neck jumper with badge (optional)

Appropriate plain black shoes

Rucksack

### Outdoor Clothing

Outdoor clothes such as coats, gilets, hoodies, scarves, gloves and hats/caps must not be worn in the academy buildings.

### Trousers/Skirts

Trousers must be tailored not jeggings, leggings or black jeans. Skirts are not allowed.

### Hair

Hair must be natural in colour and style and appropriate for a school-aged student. The academy reserves the right to determine appropriateness and reasonableness of hair colour, style and length.

### Jewellery

No student should wear rings, bracelets, chains. Students may wear one plain gold or silver coloured stud in each lower earlobe. All fashion/costume jewellery or any type of earring other than the one stated is unacceptable. Watches may be worn.

In the interest of safety students will have to cover up piercings in some lessons and **remove them in PE** and practical lessons.

### Make-up/Nails

Any students wearing excessive make-up will be required to remove it.

False eyelashes are not permitted.

False nails are not permitted.

### Shoes

Shoes should be plain black sensible leather shoes (no logo), no heels, no boots, no canvas shoes, no trainer style shoes.





# GET SPORTY - PE KIT

## PE LESSON KIT

Castle Hall Academy navy training top  
Castle Hall Academy navy t-shirt  
Castle Hall Academy black shorts  
Castle Hall Academy training trousers  
Football socks navy/black  
Trainers (no pumps)  
Shin pads (recommended for football)  
Gum shield (recommended for rugby)  
Football boots with metal studs or moulded boots  
Sport Hijab (optional)

On days students have PE, they must wear the full tracksuit (training top and training trousers) during the day, they may choose any combination of CHA branded kit for their PE lesson.



Term Time Wear are our chosen uniform supplier and the only retailer that accepts our uniform voucher.

5 St. Johns Road

Huddersfield

West Yorkshire

HD1 5AY

CONTACT PHONE:

01484 453534

E-MAIL ADDRESS:

[internetorders@termtimewear.com](mailto:internetorders@termtimewear.com)

## TERM TIME WEAR



# ACADEMY FOOD AND DINING

- All of our students stay in the Academy for lunch.
- Lunch 'grab bags' are available on Fridays for students to take when they leave at 1.25pm
- Students will need to stay in their dining areas whilst eating. Food and drink is not permitted elsewhere around the Academy.



## How do I buy my lunch?

All monetary transactions within Castle Hall Academy are through the ParentPay online service. At the point of payment students place their finger on the fingertip scanner, and once successfully verified by the Catering Point of Sale Operator, their account is debited. It really is that simple. We do not accept cash for lunches or any other purchase.

### What does *ParentPay* do?

- enables you to pay for school lunch, trips, and other items such as replacement ties, AfL kits and calculators.
- offers a highly secure payment site
- gives you a history of all the payments you have made
- allows you to create a single account login across all your children that attend a ParentPay school.
- offers you the ability to set automated email/SMS payment reminders



## How do I get started?

We will send you an activation letter once your child has joined us in September which will contain your activation username and password to enable you to setup your *ParentPay* account. Monies spent before accounts are activated will be debited once accounts are set up. During the activation process you will be guided through changing your username and password to something more memorable.

Parents are asked to ensure their child's account is in credit.

### More information

More information can be found on the *ParentPay* website.

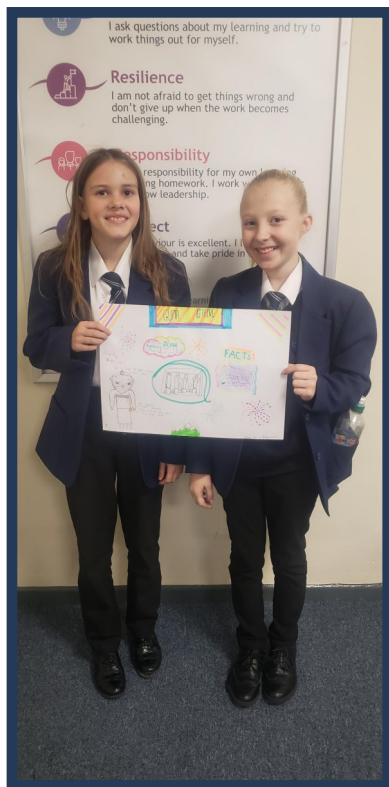






# REWARDS

There are a range of rewards in place, each term students are rewarded for a positive attitude to learning, outstanding work in subject areas, and excellent attendance.



You will find out more about our Rewards System when you arrive in September, but here's a quick look at some of the rewards on offer...

**Reward Points**

**Postcards**

**Positive Phone Calls**

**Pin Badges**

**Certificates**

**Reward Assemblies**

**Reward Trips**





# BEHAVIOUR

The academy's Behaviour Policy is available on the academy website [www.castlehall.com](http://www.castlehall.com)

This will outline procedures to promote a well ordered teaching and learning environment in the classroom, around the academy and wider community. Self-discipline, respect and consideration for other students and staff are essential to the academy's safe environment. Bullying will not be tolerated. Staff are expected to work within the Behaviour Policy and we hope parents/carers will support the academy's efforts to maintain the high standards of behaviour respect and care.



## Characteristics of Good Learners



### Reasoning

I ask questions about my learning and try to work things out for myself.



### Resilience

I am not afraid to get things wrong and don't give up when the work becomes challenging.



### Responsibility

I take responsibility for my own learning including homework. I work well in groups and show leadership.



### Respect

My behaviour is excellent. I listen, follow instructions and take pride in what I do.



### Reflection

I reflect on my learning and behaviour and use my initiative to make improvement.

**Work hard, be kind and follow staff instructions  
- everybody, everyday.**

## HOME—ACADEMY AGREEMENT

In line with the Government's requirements, the Academy has a 'Home-Academy' agreement. We believe that it is vital for students, parents/carers and the academy to be committed to working together in the education of students. It will be signed by all parties by the start of each academic year.

# EXTRA CURRICULAR ACTIVITIES

Castle Hall Academy offers many opportunities to learn new skills after lessons. This is also a great chance to make new friends. Posters around the Academy and on the extra-curricular display board advertise what is on offer. Some of the exciting activities going on include: All Year 7 are expected to attend one club per week.



Art & Design Club

Drama

Music - CHA Singers

Mathswatch

Humanities Club

LGBTQ+

Library

Board & Card Games

Darts



Rugby

Business & IT skills

Science Clubs

FOCUS Home Learning

Creative Writing Club

Netball

Boxing

Football

Gymnastics



**Clubs run at lunchtimes and at the end of the Academy day.**

# PERSONAL PROPERTY

## MOBILE PHONES AND OTHER DEVICES

Mobile telephones can serve a useful purpose in ensuring that students are able to travel safely to and from the academy. Students are allowed to bring a mobile telephone for this purpose if it is thought necessary by parents. Whilst on the academy site (inside and out), **mobile telephones must remain switched off and out of sight for the whole of the academy day.** Any student who does not comply with this will have their telephone confiscated. Parents/carers will then need to collect the student's phone from reception.

Any mobile telephone, which is brought to the academy, is at the owner's risk.

The academy does not accept responsibility for any phone which is lost.



## BICYCLES

Students are allowed to come to the academy on bicycles, though Castle Hall Academy cannot accept responsibility for their safe-keeping. The provision of a safety helmet is highly recommended. Students are not allowed to ride their bicycles on the academy premises, including service roads. Our cycle storage facility is available to students.



Parents/carers are advised that their child should have passed a suitable Cycling Proficiency Test before cycling on public roads (please contact Kirklees LA for more information).

Students should wear an appropriate cycling helmet for their own protection.

The gates to the cycle storage facility will only be open at the beginning and end of the Academy day, this needs to be arranged, in advance with the caretaking team. Students will not be able to access cycles during the academy day. Students need to provide their own, good quality, padlock to secure the bike inside the store.

Although Castle Hall Academy will make every effort to ensure security, the academy's insurance policy does not cover damage to or theft of bikes and so use of this facility is entirely at the owner's risk.

### PLEASE NOTE!

Students should not bring valuable items, to the academy. Any valuables, which are brought into the academy, are the responsibility of the student.

**The academy is not insured for such items.**



# ATTENDANCE AND PUNCTUALITY



We as an academy would like to work with you to ensure that our students receive the most from the education we provide. To do this we need our students to be here at Castle Hall Academy, on time and ready to learn.

The government set guidelines to which we as an academy must adhere. Monitoring and reporting absence are in those guidelines.

- If the students' attendance causes concern we will contact you to discuss the matter
- Serious cases of absence could lead to prosecution.
- Parents/carers have a legal obligation to make sure that their child attends the Academy every day and inform the academy of any absences or changes of contact details. **Any long term medical conditions need to be covered by a doctor's note.**
- Holidays must **never** be taken during term time. **Any absence from the Academy has a detrimental impact on your child's education.**

## To report student absence:

On each day of absence for illness please ring the Safeguarding and Attendance Office **01924 523232** between 8.00am and 8.30am (if answerphone leave child's name, year group and reason for absence) or Student absence email [studentabsence@castlehall.com](mailto:studentabsence@castlehall.com) or

Please inform the Safeguarding and Attendance Office **01924 523232** at the earliest opportunity of any medical appointments.

Your child's attendance and punctuality along with home Learning and behaviour is regularly monitored by Heads of Year, Curriculum Leaders and the Senior Leadership Team.





# LEARNING MODES

These symbols are used in all classes across the Academy to identify specific learning modes that students are expected to carry out



Independent  
silent study



Respectful  
whole class



Quiet partners



Polite collaboration

# YOUR ACADEMY, YOUR RESPONSIBILITIES

## A student should:

**'EXCEPTIONAL, EVERYDAY'**

1. **Be punctual** (to the Academy, and lessons)
2. **Have the correct equipment** (AFL Kit)
3. **Look smart** (wear your uniform correctly)
4. **Be an enthusiastic learner** (Personal Best, show PRIDE)
5. **Meet deadlines** (both home learning and administrative)
6. **Ask for help when they feel it is needed** (academic and social)
7. **Follow staff instructions and Academy rules** (first time, every time)
8. **Show respect** (to fellow students and staff at all times)
9. **Respect Academy property and the Academy environment**
10. **Get involved** (make the most of the many enrichment opportunities on offer)



## TERM TIME HOLIDAYS/ EXTENDED FAMILY LEAVE

Please be aware that any request for term time absence, whether for a holiday or for extended family leave, will not be authorised by the Headteacher, Mr Brook.

In 2013, the DFE issued revised Advice on School Attendance (which can be found at

[HTTP://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/f00221879/advice-on-school-attendance](http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/f00221879/advice-on-school-attendance)) and amended the Pupil Registration Regulations 2006.

"The amendments to the 2006 regulations (which came into force on 1st September 2013) were:

- Remove references to family holiday and extended leave;
- Remove references to the statutory threshold of ten school days;
- Make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances."

A Penalty Notice may be issued by Kirklees Council on your return.

The Penalty Notice is for £60.00 for each parent of each child, if paid within 21 days, and £120.00 if paid after this date but within 28 days. Failure to pay could result in court proceedings.

Finally, you also need to be aware that if your child fails to return to the academy following 20 days of absence due to extended leave/holiday he or she is at risk of losing their place at the academy.



# 2024-2025 TERM DATES

## TRAINING/REVIEW DAYS

(staff only)

Monday 02 September 2024  
Tuesday 03 September 2024  
Friday 22 November 2024  
Thursday 30 January 2025  
Friday 31 January 2025  
Friday 14 March 2025  
Thursday 03 July 2025  
Friday 04 July 2025

## FIRST DAY BACK DATES

Year 7 Wednesday 04 September 2024  
Year 8 Friday 06 September 2024  
Year 9 Monday 09 September 2024  
Year 10 Thursday 05 September 2024  
Year 11 Wednesday 04 September 2024

## 2024-25 TERM 1

**Wednesday 4 September 2024 to Friday 25 October 2024**

Holiday: Saturday 26 October 2024 to Sunday 03 November 2024

## 2024-25 TERM 2

**Monday 4 November 2024 to Friday 20 December 2024**

Holiday: Saturday 21 December 2024 to Sunday 05 January 2025

## 2024-25 TERM 3

**Monday 6 January 2025 to Friday 14 February 2025**

Holiday: Saturday 15 February 2025 to Sunday 23 February 2025

## 2024-25 TERM 4

**Monday 24 February 2025 to Friday 4 April 2025**

Holiday: Saturday 5 April 2025 to Sunday 20 April 2025

## 2024-25 TERM 5

**Tuesday 22 April 2025 to Friday 23 May 2025**

Holiday: Saturday 24 May 2025 to Sunday 1 June 2025

## 2024-25 TERM 6

**Monday 2 June 2025 to Friday 18 July 2025**

Holiday: Saturday 19 July 2025 onwards

## BANK HOLIDAYS

Monday 21 April 2025

Monday 05 May 2025

## PARENTS' EVENING DATES

Year 7	Tuesday 17 September 2024
Year 11	Thursday 05 December 2024
Year 7	Thursday 06 February 2025
Year 10	Thursday 13 February 2025
Year 11	Thursday 20 March 2025
Year 9	Thursday 03 April 2025
Year 8	Thursday 01 May 2025
Year 10	Thursday 10 July 2025

# STUDENT HELP AND ASSISTANCE

If students need help, are feeling upset, unsafe, vulnerable, in trouble and/or need advice, they speak to their Head of Year in the first instance. They can talk to any member of staff in confidence although there are certain child protection and medical issues that may need to be passed on to the relevant people in the academy and/or help agencies outside the academy.

The most important thing for them to remember is that they can choose the person that they are most comfortable with. However big or small the problem is, the person that they choose will listen and offer the help and support that they need. They don't need to deal with any problem on their own.

If a student feels they are being bullied, either inside or outside the academy, they should report it to their Head of Year.

## GETTING HELP

You can speak to any of these staff members if you need help and support:

*Head of Year*

*Class Teacher*

*Senior Leader*

*Safeguarding Team*



## CHILD PROTECTION

As a result of day-to-day contact with their students, teachers are particularly well placed to observe outward signs of abuse and changes in behaviour. Parents/carers should be aware, therefore, that where it appears to a member of staff that a child may have been physically, emotionally, sexually or mentally abused, the academy is required, as part of the Child Protection procedures, to report their concern to the social care team immediately.

There is a trained safeguarding team in place to support all students

This referral process is a legal obligation for the academy.

The academy also use Operation Encompass, school be alerted to any incidents of domestic abuse within the home or community.



# COMMUNICATION



## Parental Contact

Please remember to inform the academy of any changes in your contact details i.e. home telephone, mobile, email address, home address etc. We need at least four contacts in case of an emergency.

As an academy we communicate via – letter, SIMS InTouch email and text and announcements on ClassCharts.

If your child is absent, and there has been no previous reason for this, you will receive a text informing you of the absence. We request that you either text back or call the Safeguarding and Attendance office **01924 523232** to explain this.

By sending a text message we can ensure that if your child is absent you can reply quickly and easily to inform us of any reason for an absence thus ensuring your child's safety.

## Social Media / Website

Follow us on:



Instagram - @castle\_hall1



Facebook - Castle Hall Academy



Twitter - @Castle\_Hall



website [www.castlehall.com](http://www.castlehall.com)

The Twitter account feeds onto the front page of the Academy website.

...where hearts and minds connect

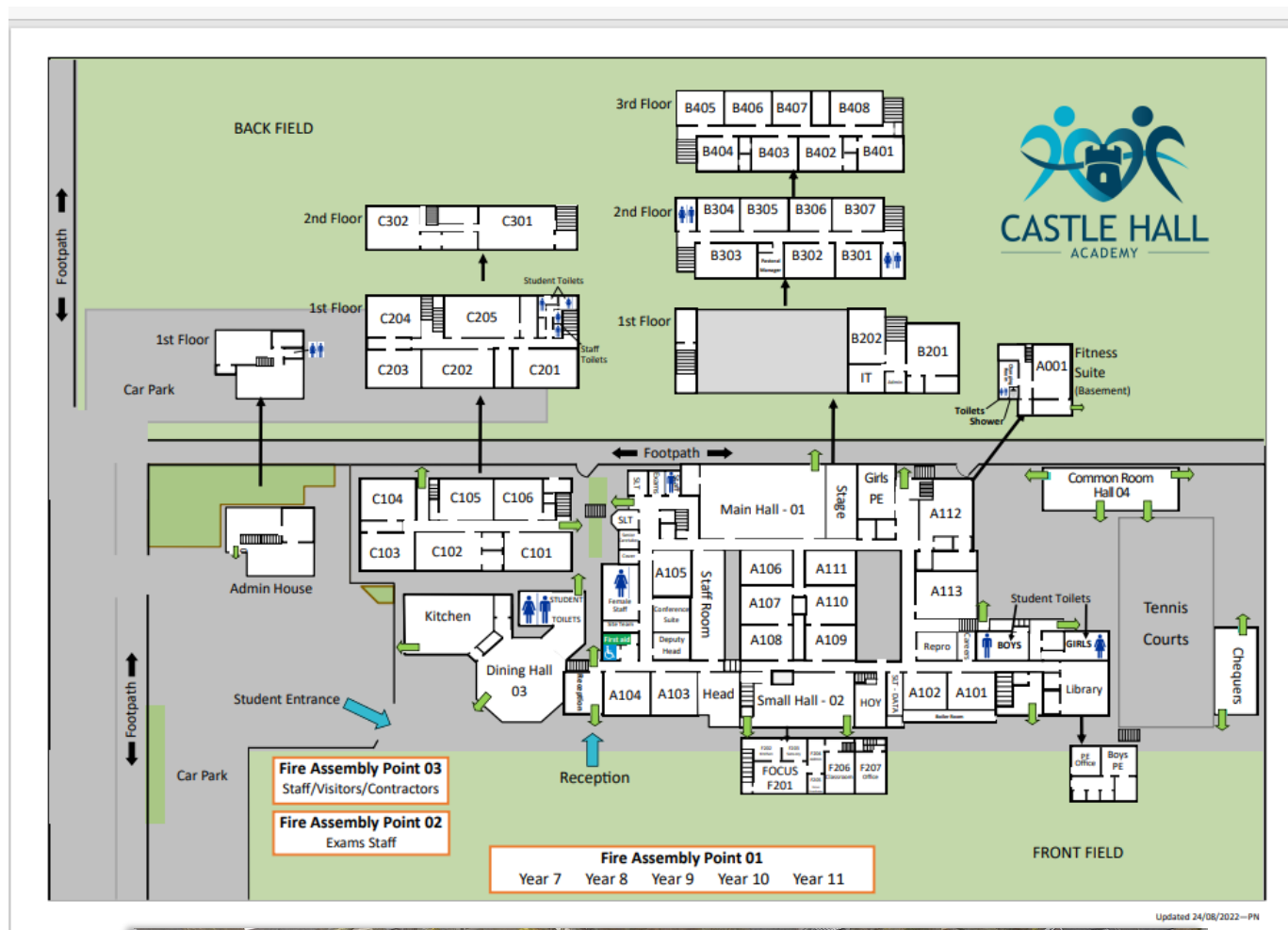


Castle Hall Academy Trust, Richard Thorpe Avenue, Mirfield, West Yorkshire, WF14 9PH

T: 01924 520500 | E: [office@castlehall.com](mailto:office@castlehall.com) Company Reg No: 08529006 (England & Wales)

Stay up to date with our latest news :  [www.castlehall.com](http://www.castlehall.com)  [@castle\\_hall](https://twitter.com/castle_hall)

# ACADEMY MAP



Castle Hall Academy Trust, Richard Thorpe Avenue, Mirfield, West Yorkshire, WF14 9PH

T: 01924 520500 | E: [office@castlehall.com](mailto:office@castlehall.com) Company Reg No: 08529006 (England & Wales)

Stay up to date with our latest news :

[www.castlehall.com](http://www.castlehall.com)

[@castle\\_hall](https://twitter.com/castle_hall)