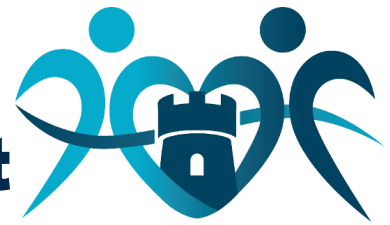


New Student Starter Booklet



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) My Child At School MCAS App
- 23) 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

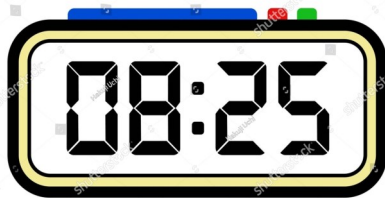
A free breakfast club runs every day between 7.50am and 8.20am in the Dining Hall03; students can buy toast and a hot drink.

If your child is eligible for free school meals they will be entitled to a free breakfast.

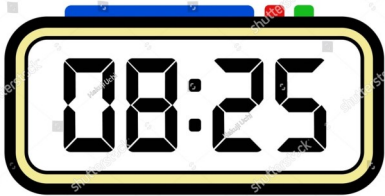
Students are not permitted beyond Dining Hall 03 until **8:20am** when the morning bell sounds.



On Monday, Tuesday, Wednesday and Thursday the academy day begins at 8:30am and ends at 3.30pm. Students are expected on the Academy site by **8.25am**. Gates close at 8.30am



On Friday the academy day begins at 8.30am and ends at 1.25pm. Students are expected on the Academy site by **8.25am**. Gates close at 8.30am



This totals 32 hours and 55 minutes per week.

It is parent/carer responsibility to ensure students arrive at the Academy safely and on time. A late gate operates from 8:30am to 8:40am, from 8:40am students sign in late 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.



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 Halls.
- Your lunch and a drink if you are not using the Dining Halls.

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

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

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.



Uniform Loan

Uniform items are available to loan from the Dining Hall from 8:00am to 8:25am each morning. Students must leave something in place of the loaned item, this ensures the loaned item is returned. Students who do not take the opportunity to rectify their uniform by loaning items between 8:00 and 8:20 will be issued with a 30-minute same day detention.

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

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 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

Students will receive reward points by demonstrating the 5Rs, **Respect, Resilience, Reasoning, Responsibility and Reflection**

By the end of Year 7 students should achieve their **Bronze** award which is 800 points carrying on with their points

By the end of year 8 students should achieve their **Silver** award which is 1500 points

By the end of Year 9 students should achieve their **Gold** award which is 2200 points

By the end of year 10 students should achieve their Platinum award which is 3000 points

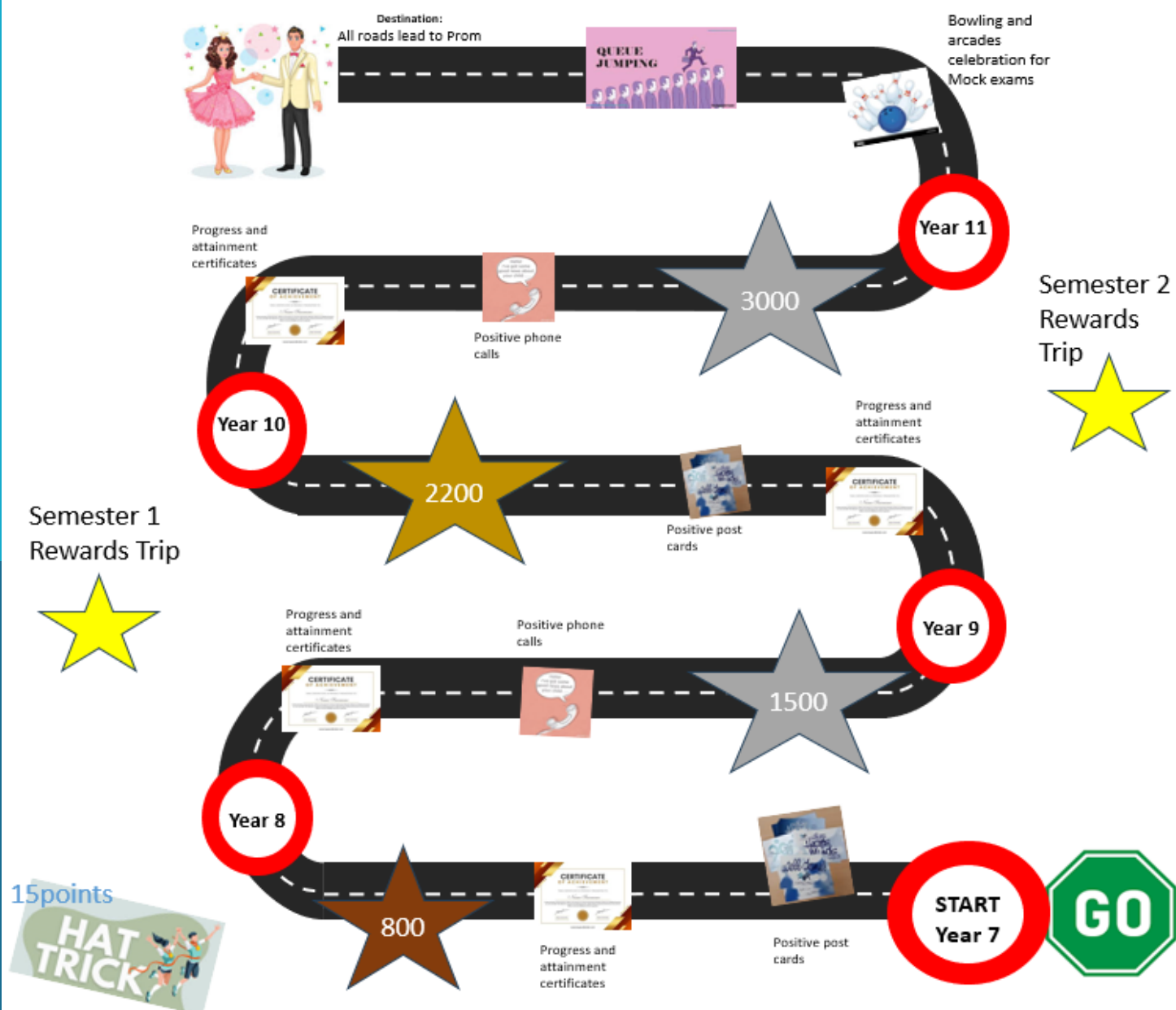
Positive phone calls will be made home

Positive post cards will be sent home

Students who have **100% weekly attendance and punctuality, 100% home learning completion and no negative behaviour** will have completed the CHA Hat-trick and will earn 15 achievement points

The top two students in each year group who achieve the most achievement points in a week will receive a **queue jump pass** for the following week.

Semester 1 rewards bowling and arcades – Students need to have **97% attendance, 100% home learning and exceptional behaviour**



BEHAVIOUR

The academy's Behaviour Policy is available on the academy website 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 Exceptional Learners



Reasoning

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



Resilience

When things get challenging, I never give up and learn from my mistakes.



Responsibility

I choose to do the right thing even when nobody is watching.



Respect

My behaviour is exceptional. I show respect for all in my community.



Reflection

I take every opportunity to review and develop my learning and behaviour.

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 which can be found on the Y6 Transition page of our website. We believe that it is vital for students, parents/carers and the academy to be committed to working together in the education of students. We will gain consent from parents/carers via the My Child At School App.

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.



Table Tennis

Choir

Musical Theatre

Memrise—MFL

Creative Writing

Science Club

Pokémon

Debate Society

Dance

Music

Netball

Cricket

Duke of Edinburgh

Rugby

Boy's Fitness

Girls' Fitness

Read to Travel a Mile

3D Design

Football

Gymnastics

Game Creation & Coding

Spark—Maths



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 7.00am and 8.30am (if answerphone leave child's name, year group and reason for absence) or Student absence email 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.

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

The Penalty Notice is for £80.00 for each parent of each child, if paid within 21 days, and £160.00 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.

For further information see our Attendance policy on the academy website www.castlehall.com

**MOMENTS
MATTER,
ATTENDANCE
COUNTS.**



2025-2026 TERM DATES

TRAINING/REVIEW DAYS

(staff only)

Monday 1 September 2025
Friday 21 November 2025
Thursday 29 January 2026
Friday 30 January 2026
Friday 13 March 2026
Thursday 2 July 2026
Friday 3 July 2026

FIRST DAY BACK DATES

Year 7 Tuesday 02 September 2025
Year 11 Wednesday 03 September 2025
Year 10 Thursday 04 September 2025
Year 8 Friday 05 September 2025
Year 9 Monday 08 September 2025

2025-26 TERM 1

Tuesday 2 September 2025 to Friday 24 October 2025

Holiday: Saturday 25 October 2025 to Sunday 2 November 2025

2025-26 TERM 2

Monday 3 November 2025 to Friday 19 December 2025

Holiday: Saturday 20 December 2025 to Sunday 4 January 2026

2025-26 TERM 3

Monday 5 January 2026 to Friday 13 February 2026

Holiday: Saturday 14 February 2026 to Sunday 22 February 2026

2025-26 TERM 4

Monday 23 February 2026 to Friday 27 March 2026

Holiday: Saturday 28 March 2026 to Sunday 12 April 2026

2025-26 TERM 5

Monday 13 April 2026 to Friday 22 May 2026

Holiday: Saturday 23 May 2026 to Sunday 31 May 2026

2025-26 TERM 6

Monday 1 June 2026 to Friday 17 July 2026

Holiday: Saturday 18 July 2026 onwards

BANK HOLIDAYS

Monday 04 May 2026

INFORMATION/PARENTS' EVENING DATES

Year 7 Thursday 18 September 2025
Year 11 Thursday 27 November 2025
Year 7 Thursday 5 February 2026
Year 10 Thursday 12 February 2026
Year 9 Thursday 26 February 2026
Year 8 Thursday 12 March 2026
Year 11 Thursday 26 March 2026
Year 10 Thursday 9 July 2026

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.

MY CHILD AT SCHOOL—MCAS app

We communicate with parents/carers via My Child At School known as MCAS.

To access My Child At School, from within a web browser type www.mychildatschool.com or access the MCAS mobile phone app

At the parent login screen enter your email address (this email address must be the email address we have on file for your child).

When you are logged in you will have access to the following information for your child(ren):

- Attendance
- Timetable
- Assessment
- Behaviour
- Announcements / notifications
- Booking Parents' Evening Appointments

The screenshot shows the 'my child at school.com' logo at the top. Below it is a blue 'PARENT LOGIN' button. Underneath are input fields for 'Email' and 'Password', each with an icon (an envelope for email and a padlock for password). There is a checkbox for 'Remember Email Address'. To the right of the checkbox are links for 'Reset Password' and 'Sign Up'. At the bottom is a large blue 'Login' button. The footer text reads 'v5.2023.6689.19943' and 'Powered by Bromcom'.

The screenshot shows the 'Timetable' view for a student named Charlotte Banister. The interface includes a sidebar with navigation options: Dashboard, Data Collection Form, Attendance, Behaviour, Exam Timetables, Reports, Timetable (selected), Academic Calendar, Parental Consent, and Documents. The main area displays a weekly timetable for the week of 5th Jun to 11th Jun. The timetable is organized by day and lesson time slots.

Sunday 5th Jun	Monday 6th Jun	Tuesday 7th Jun	Wednesday 8th Jun	Thursday 9th Jun	Friday 10th Jun	Saturday 11th Jun
	1 12bLaa Law Miss Mason		1 12bLab Law De Vivo		1 12cGgb Geography Mr Saxton	
	2 12bLaa Law Miss Mason		2 12bLab Law De Vivo		2 12cGgb Geography Mr Saxton	
	TG1 12CBR Registration Mr BromcomUser		TG1 12CBR Registration Mr BromcomUser		TG1 12CBR Registration Mr BromcomUser	
	3 12eHia History Mrs Davies				3 12eHia History Mrs Davies	
	4 12eHia History Mrs Davies				4 12eHia History Mrs Davies	

...where hearts and minds connect

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 two contacts in case of an emergency. You can make contact changes via My Child At School—MCAS app or by emailing office@castlehall.com

As an academy we communicate via – letter, email and announcements on My Child At School (MCAS app).

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 call the Safeguarding and Attendance office **01924 523232** to explain this.

By sending a 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

 X - @Castle_Hall

 website www.castlehall.com

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

ACADEMY MAP

