

17 July 2017

Dear Parents/Carers

As we reach the end of another very busy academic year at The Castle School, I would like to thank all those who have contributed to the success of the school this year – students, parents, staff and governors. The breadth and depth of activity that takes place at Castle each year is unusual, even for a large school, and I know how much effort is needed to ensure all these valuable opportunities are realised for our students.

I have thoroughly enjoyed being here at The Castle School as Interim Head and would like to thank the whole school community for the support you have shown me. I look forward to continuing my relationship with the school as CEO of CSET from September.

Please find below details about the arrangements for the end of this term and the start of the new school year.

#### **Last Day of Term:**

A reminder that term will end for students at **12.25 pm on Friday 21 July**. Lunch will not be served on that day. The school buses will be here by 12.25 pm and will plan to depart by 12.40 pm. If you wish your child to remain in school until the regular end time of 3.25 pm, please contact Mr Welsh, Senior Teacher, and he will arrange for their supervision.

#### **Publication of Exam Results:**

GCSE and A Level results will be available on the following dates this summer:

- **Thursday 17 August 2017 (A Level)**
- **Thursday 24 August 2015 (GCSE)**

Full details are available on the website. Please check the website prior to coming in to collect certificates; collection for both GCSE and A Level results will be from the Sixth Form site whilst refurbishment work is carried out at Park Road.

If a student is not able to attend at this time, but would like the results posted, then a stamped, addressed envelope needs to be left with the Exams Office before the end of term. Exam results cannot be issued over the phone or by email; if a student would like someone else (e.g. a family member or friend) to collect their results, they should provide a letter of authorisation to the Exams Office.

Good luck to all those awaiting to hear what we hope will be good news to reward the hard work put in this year.

#### **Making a Good Start to the New Term:**

Term starts for **Year 7 and some Year 12** on **Monday 4 September 2017**.

Term starts for **Years 8, 9, 10, 11 and 12** on **Tuesday 5 September 2017**.

After a staff Inset on Friday 1 September, term begins on **Monday 4 September** for students in **Years 7, and some in 12**. This arrangement is to enable our new Year 7 students to make a confident, well-prepared and focused start. For Year 12, enrolment takes place for all those joining the Sixth Form from schools other than Castle or Marlwood.

**Students in Years 8 - 11** will start the new term on **Tuesday 5 September**. Students should be on site by 8.35 am ready for registration at 8.40am and will begin with a tutor period before full lessons commence Period 2.

**Students entering Year 12** from Castle and Marlwood are reminded that Sixth Form Enrolment Day will be held on **Tuesday 5 September**. Year 12 students will not be in school on Monday 4 September so that we can process their enrolment documents and prepare timetables. Teaching will begin on **Thursday 7 September** and students should be on site by 8.35 am ready for registration at 8.40 am. Timetables will be issued in registration.

**For Year 13 students**, there is a 'clinic' open on the morning of Wednesday 6 September, for those needing to discuss summer exam outcomes before commencing on Year 13 courses. Teaching will begin on **Thursday 7 September** and students should be on site by 8.35 am ready for registration at 8.40 am. New timetables will be issued in registration.

#### **Uniform:**

The vast majority of our students wear impeccable uniform. Occasionally, a very small number of students do not meet our high standards. I would like to take this opportunity, therefore, to reinforce our uniform regulations. I hope that this gives you plenty of notice, should you need to purchase new items of uniform. For your information and attention please find attached a copy of our dress code. In brief, the uniform consists of:

- Sweatshirt with The Castle School crest
- Light blue polo shirt with The Castle School crest (white for Years 10 and 11 only)
- Plain dark shoes with low heels (mule style, ballet pump style or canvas plimsoll type shoes are not acceptable and must not be worn).
- Plain black skirt or tailored trousers for girls. (Black jeans or leggings are not permitted).
- Black tailored trousers for boys. (Black jeans are not permitted).

Students are not to wear trainers when in uniform. This includes during the journeys between home and school. Trainers may only be worn during PE lessons.

School sweatshirts must be worn and any garment worn under the polo shirt must not be visible. I would particularly draw attention to the fact that cardigans, hoodies or any other tops/jumpers are not acceptable parts of school uniform and should not be brought to school. Jewellery must be minimal - a wristwatch and one pair of earrings (small studs or sleepers for pierced ears). Please resist letting your child have anything other than their ears pierced, as facial piercings will have to be removed. Students' hair must be of a natural looking colour with no extreme or offensive styles.

#### **Arrangements for Lunchtime:**

At The Castle School, students are expected to stay on site all lunchtime. No students are allowed to leave the site at break or lunchtime. Students in Year 11 leaving the Park Road site for 'off-site' PE on Tuesday afternoons should leave no earlier than 1.00 pm. Movement between sites at lunchtime (for students in Years 10 and 11) should take place no earlier than 1.15 pm.

#### **Punctuality:**

Students should be aware of the following timings regarding the start of the school day:

- 8.35 am - tutors open tutor bases. Students should be on site no later than 8.40 am.
- Registration officially opens at 8.40 am.
- If a student arrives late for registration they must go to their tutor base and will receive a late mark.
- If a student arrives very late, i.e. after 9.00 am, they must report to The Student Centre.

### **Absence:**

Research shows that high levels of attendance and good academic performance are strongly linked. Our expectation is that all students will have an attendance in excess of 97%. If your child is absent, please telephone 01454 862518 to provide details of the reason. The school operates an automated 'Truancy Call' system to monitor and chase unauthorised absences. If your child is absent and we have received no notification as to the reason, the system calls your home during the morning. Please discuss any questions regarding absence with Mrs Rygol, Attendance Officer, on 01454 862518.

Please can I remind parents and carers that leave of absence will only be granted by the Headteacher in exceptional circumstances. Details relating to requests for absence can be found in the parent section of the school's website.

### **Term Dates:**

An initial list of key dates for your diary can be found on our website.

### **Farewell and Thank You**

As we come to the end of the school year we inevitably say goodbye to a number of members of staff:

Three members of staff are retiring after considerable service:

- Cressida Inglis, Deputy Headteacher. Cressida has worked at the school for over 40 years. Cressida will continue in September with a reduced role in school.
- Joy Irwin, Head's PA: Joy has worked at the school for 17 years.
- Sue Ellis, Teacher of MFL: Sue has worked at the school for 15 years.

We wish all three a very happy and well-earned retirement.

Other staff moving on to exciting new opportunities:

- Lisa Howell, Deputy Headteacher: Lisa has worked at the school for 19 years and leaves us to take up the post of Headteacher at Downend School.
- Paula Kirby, Administrator: Paula has worked at the school for 19 years and leaves us to take up an Administrative post at North Nibley Primary School.
- Jo Culpin, Attendance Officer: Jo has worked at the school for 17 years and leaves us due to redundancy – we wish her well for the future.
- Faye Crocker, Joint Head of Maths: Faye has worked at the school for 13 years and leaves us to take up the post of Head of Maths at Mangotsfield School.

- Liza Burgess, Assistant Headteacher/SENCO: Liza who has been with us for 12 years has been seconded to Downend School as Assistant Headteacher.
- Sue Facey, LSA: Sue has worked at the school for 10 years and leaves us to take up a post as a FYPS Worker at Patchway Hub.
- Clio Corpe, Assistant Headteacher: Clio leaves us after 5 years to take up an Assistant Headteacher post at Mangotsfield School.
- Jon Rees, Teacher of Music: Jon leaves us after 5 years to take up a Teacher of Music post at Bristol Grammar School.

We also say goodbye to the following staff who leave us to take up new posts: Mel Appleton (Economics), James Dunton (Science), Polly Procter, Elizabeth Harwood (English), Camilla Clarkson (Maths), Rosie Tregear (Cover Supervisor), Jane Evans (Admin).

We also thank the following staff who have been here on temporary contracts covering maternity leaves or other gaps: Assad Javed (English), Lydia Reeder (Social Science), Edwin Mwilima (DT Technician). Meg Fletcher (Hums) leaves us to continue her judo training for the Olympic Games in Tokyo (2020).

We recently said goodbye to the following colleagues who have left us due to redundancy: Caroline Roberts (Senior Teacher), Tessa Wilkinson (Business Development), Linzi Huteson (PA).

Chris White-Horne, has recently stepped down as Chair of Governors; we thank Chris for his work and loyal service to the school. We welcome Richard Bayliss as the newly elected Chair.

May I take this opportunity to thank all the above colleagues for their contribution to Castle School and wish them success for the future.

During the summer break work will be carried out to improve the fabric of the school including the installation of 4 new classrooms and refurbishment to the main corridors. This means that there will be many contractors on site. For their own safety, students should not enter the school sites, other than to collect GCSE/A Level results.

Also, we are having a major upgrade to some aspects of our ICT systems which will be carried out during the first half of the school holidays. Therefore please be aware that our school email system will be out of action for most of the next few weeks, whilst this work is being carried out.

Finally, I wish you all a restful summer break.

Best Wishes

**William Roberts**  
**Interim Headteacher**