

# Castlewood Primary School

Castlewood Road, Southwater, West Sussex, RH13 9US

# Prospectus





It gives me great pleasure to welcome you to Castlewood Primary School.

Castlewood is a friendly, happy and successful school, where we strive to give each and every child the very best educational experience possible, alongside a very healthy dose of fun! We know that an excellent curriculum goes beyond the classroom and so, as well as focusing on those all-important academic skills, we also work very hard to develop the 'whole child', ensuring that our pupils leave primary school as 'world-ready, life-long learners'.

In our school, we have polite, happy, hardworking children; talented, dedicated staff as well as a supportive Governing Body and a thriving parental community. We have the highest aspirations for all our children and, through our partnership with parents, we aim for our pupils to become the best learners that they can be.



# Welcome



Our Castlewood Learning Powers help pupils develop their knowledge, positive attitudes, resilience and kindness, which contribute to their success at school and beyond. We hope this prospectus gives you key information about our school and a flavour of life here at Castlewood. If you need any more information, please do not hesitate to get in touch. We warmly welcome visits if you would like to see us in action. Our pupil ambassadors will be delighted to show you round.

If your child will be joining us for the first time, we welcome you to Team Castlewood. Thank you for entrusting your child to us and we look forward to a happy and successful partnership over the coming years.

*Mrs K Anstee-Brown*

Proud Headteacher of Castlewood Primary School





# Contact Details

Castlewood Road, Southwater, West Sussex RH13 9US  
Telephone: 01403 734822  
e-mail: [office@castlewoodprimary.co.uk](mailto:office@castlewoodprimary.co.uk)

Age Range: 4 – 11 years

Headteacher: Mrs K Anstee-Brown B.A.(Hons), M.A., PGCE (Cantab), NPQH

## Admission Policy and Arrangements

The admissions policy of this school is common to all West Sussex County Council schools. Details of the West Sussex Admission procedures are published on our website and also on the West Sussex website which can be found here - [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions)

You can apply if your child is due to start school in September 2025. A link to the online admissions system will be available from 9.00am on Monday 2nd October 2024. The deadline for applications is Monday 15th January 2025.

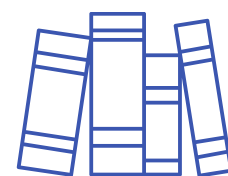
Education Office  
County Hall North Chart Way Horsham West Sussex RH12 1XH  
Telephone: 03330 142 903  
Email: [admissions@westsussex.gov.uk](mailto:admissions@westsussex.gov.uk)

The West Sussex Admissions Code states that children may start school either full or part time in the September after their fourth birthday. If parents choose to defer their child or to send them to school part time, they can do this until the term after their fifth birthday if their child was born in the Autumn or Spring Term, but Summer born children have to take up their place full time at the beginning of the Summer term, along with Autumn and Spring born children. We are always happy to discuss starting school arrangements with you – please give us a call or make an appointment with the Headteacher to discuss any issues you may have. Please contact the school office to arrange a mutually convenient time.





We realise that choosing a school for your child is a very important decision for you as parents. At Castlewood Primary School, we want to get to know your children early on so that we can help them settle into our school and allow you to feel relaxed as they begin their formal education. Once your place at Castlewood is confirmed, our Reception Early Years Foundation Stage (EYFS) staff will liaise and visit your child in their pre-school or nursery setting. They will spend time in their pre-school and will talk to your children's key workers.



We hold a parents' information evening for you to meet your child's new teachers and support staff and to learn in a little more detail about Castlewood. Governors, representatives from our PTA and Easy Lunch (our lunch providers) are also there to answer any questions. You can also order your child's school uniform on that evening. We then organise two taster sessions for your child to come and spend a short time in the Reception/EYFS classroom.



Before your child formally starts school in September, we like to come and visit you at home. We believe that this allows you to ask any individual questions and we get an opportunity to see your child in their own safe and relaxed home environment. In September over the first couple of weeks, the children begin by coming in for either the morning or afternoon sessions in smaller groups so that both the teacher and the children can get to know each other more easily. By the middle of September, we aim to have every child in school for their first day altogether.



# Starting at Castlewood



# Safeguarding



Castlewood Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This means that we have a Child Protection Policy and procedures in place that ensure safeguarding is our overriding priority.

All staff (including supply staff, volunteers and governors) must ensure that they are aware of these procedures. Parents and carers are welcome to read the Policy on request; it can be accessed via our website. Our school curriculum teaches children how to make good choices about healthy, safe lifestyles and how and who to ask for help if their health or safety is threatened.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with their parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.

Our Designated Members of Staff are:

**Mrs K Anstee-Brown**  
**Mrs V Dedman**  
**Mrs B Bull**

A Safe Learning Environment:

We maintain an environment where children will be listened to; where learners feel safe in a secure environment; where bullying, racism or sexual harassment is not tolerated; where medical needs are met.

Safe Recruitment Selection and Management practices:

We ensure that our practices identify, deter and reject people who may abuse children or are otherwise unsuited to work with them.



# Aims, Ethos & Values

Our Learning Powers underpin all that we do here at Castlewood. Using the Learning Powers both in and out of the classroom helps us be the very best versions of ourselves.



## Brain Power

This Learning Power is all about being active, engaged and independent, working hard to achieve our best.



## Heart Power

This Learning Power is shown through being a good human. Kindness, respect and positive relationships are key.



## Soul Power

Our positive attitude to learning is how we use this Learning Power. We are brave, resilient and curious.

# Developing the Whole Child to be World-Ready

Castlewood Primary School works hard to ensure that the curriculum supports the learning, progress and success of all pupils.

It is important to all stakeholders that the curriculum we offer at Castlewood develops the whole child to be 'World-Ready' and goes beyond the acquisition of knowledge.

We ensure that all pupils have access to a broad and balanced curriculum which promotes the spiritual, moral, cultural, mental and physical development of the whole child, thus preparing them for the opportunities, responsibilities and experiences they may encounter in later life.

Our curriculum is underpinned by this rationale and is implemented by a whole-school focus on three main areas: brain, heart and soul - our Castlewood Learning Powers. Our values.



# Our School





# Our Spaces

Here at Castlewood, we are very lucky to have not only large and small hard playgrounds but also a sports field that allows us to offer a range of sports to the children as well as use it for school events such as Sports Day, our whole school end of year BBQ and our annual community event - the Blackberry Fair.

In addition, we have an all-weather track which we use to complete the Daily Mile to encourage a healthy lifestyle, improve concentration and promote mental well-being.

We also have a wonderful new Nature Garden, complete with a pond, den building area, fire circle and bird hide, so we can embrace learning outside the classroom. We also have our Castlewood allotment area and we enjoy growing lots of exciting things in the vegetable patch!

Moving inside the school, Castlewood has a multi-purpose hall - where the pupils eat lunch, do PE, come together for assembly and showcase their drama skills in performances. There are also two mobile classrooms on site, which are used for a wide range of activities such as food technology, small group work, art workshops and music lessons. They are also the base for VIM, our wraparound care providers.

Lastly, our sensory room - The Burrow - is a calming and relaxing space, which provides a sanctuary for all our children.

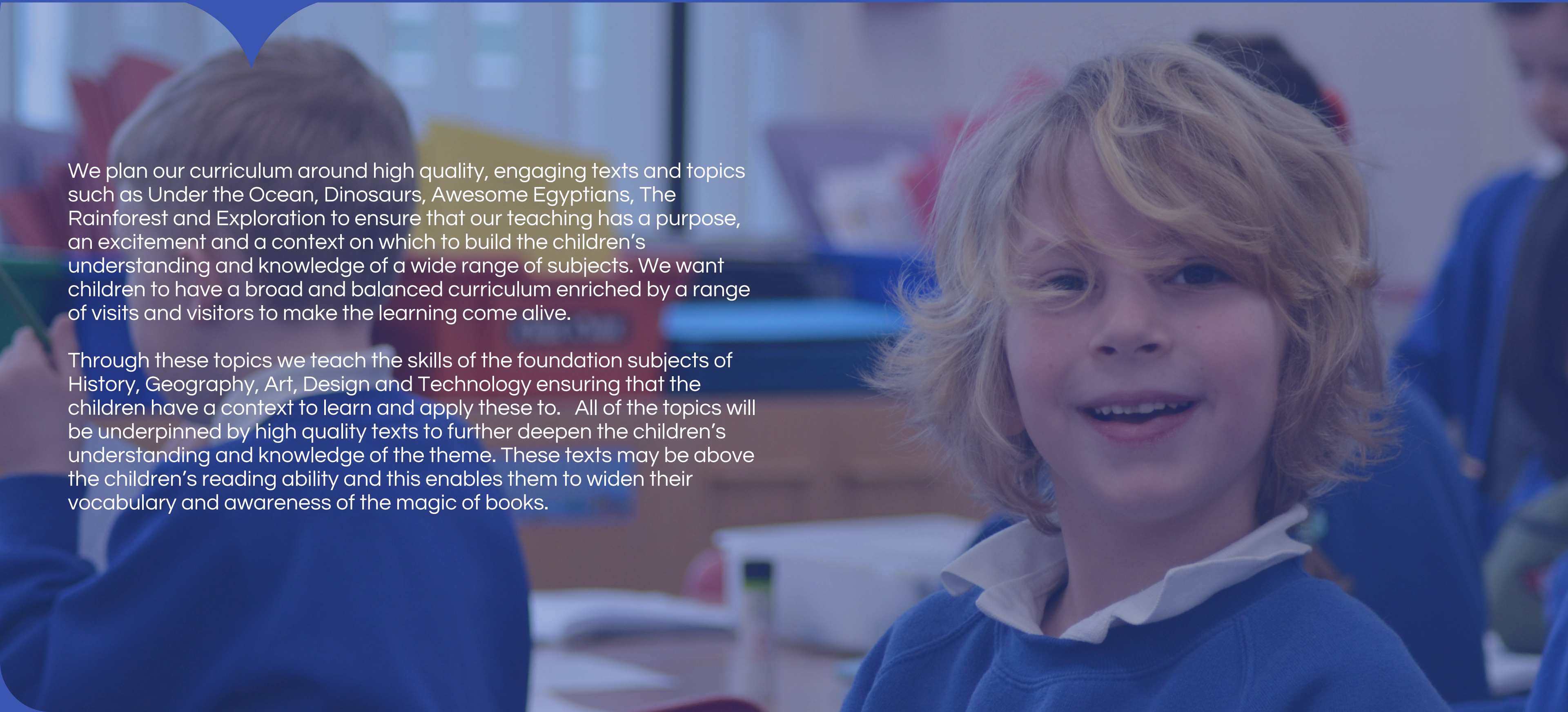




# Our Curriculum

We plan our curriculum around high quality, engaging texts and topics such as Under the Ocean, Dinosaurs, Awesome Egyptians, The Rainforest and Exploration to ensure that our teaching has a purpose, an excitement and a context on which to build the children's understanding and knowledge of a wide range of subjects. We want children to have a broad and balanced curriculum enriched by a range of visits and visitors to make the learning come alive.

Through these topics we teach the skills of the foundation subjects of History, Geography, Art, Design and Technology ensuring that the children have a context to learn and apply these to. All of the topics will be underpinned by high quality texts to further deepen the children's understanding and knowledge of the theme. These texts may be above the children's reading ability and this enables them to widen their vocabulary and awareness of the magic of books.





# Reading

Learning to read is one of the most important things that your child will learn at our school. Everything else depends on it, so we put as much energy as we possibly can into making sure that every single child learns to read as quickly as possible. We want your child to love reading – and to want to read for themselves. We believe story time is vitally important in all year groups, so all classes will have a 'class reader' and be read to regularly. We want to expose children to a variety of texts which they may not access themselves allowing them to hear quality texts and then subsequently using the ideas and language for impact in their own writing.



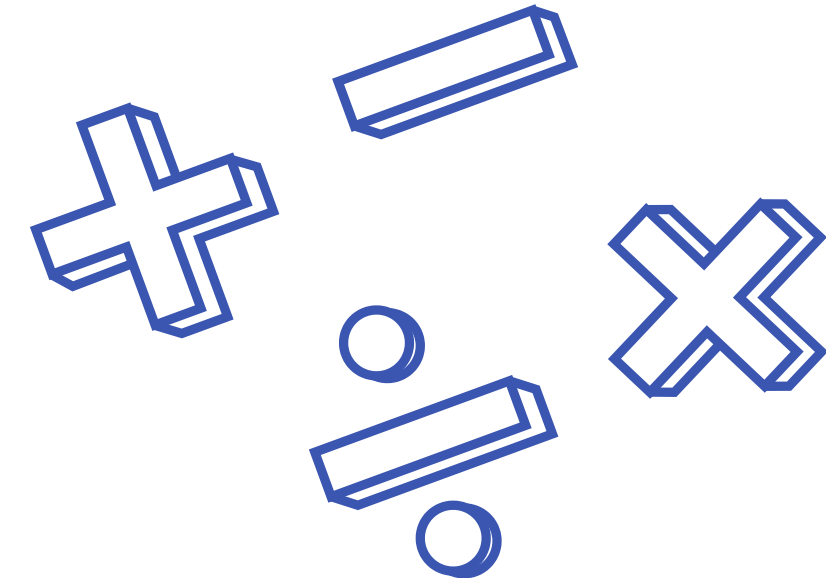
# Writing

Sitting alongside the crucial skill of Reading is Writing and children learning to express themselves. From the moment they join this Castlewood, the children are encouraged to 'mark make' in glitter, sand, mud, water or playdough before the more formal pen, chalk and paint are introduced. Allowing our pupils the time to gain confidence in mark making in a range of situations and media will foster a love of writing and communication. Children are encouraged to mark make in a range of situations; shopping lists, menus, letters, copying all the times that they will see you write in everyday life. More formal writing teaching and learning continues across the school ensuring that the children have purposeful and exciting stimuli to encourage and motivate them to write independently and at length.





# Our Curriculum



## Maths

Mathematics is all around us; it underpins much of our daily lives and is therefore of fundamental importance to ensure that children have the best possible grounding in mathematics during their primary years. We use a wide range of practical resources and strategies to ensure children leave our school with a solid understanding of numbers and how to use and apply this knowledge to everyday life. The children will use practical equipment to support their mathematical development including pasta, beanbags, buttons, counters and Numicon. Children are encouraged to talk about Maths and develop all three strands of the Maths curriculum - fluency, reasoning and problem solving. At Castlewood, we value the importance of children having quick recall of number facts and times tables and will use a variety of methods to help the children learn and remember these facts.





## Computing

We have two banks of laptops and iPads which are used across the school every day. We aim to teach the children to be responsible users of the internet ensuring that they are fully aware of the importance of adopting safe online safety practice. The children are taught a range of computing skills and techniques including coding and the use of common computer programs: PowerPoint, Word, Excel.

## Music

Children are taught music both in their classroom and in our music room. They are encouraged to listen to a range of music from around the world and compose their own pieces using a range of instruments and technology. Peripathetic music teachers also visit our school and West Sussex Music Service can provide specialist instrumental lessons. More information can be found by contacting them directly: [www.westsussexmusic.co.uk](http://www.westsussexmusic.co.uk)





# Our Curriculum

## E4S (RSE)

At Castlewood Primary School, we promote personal wellbeing and development through a comprehensive 'Education for Safeguarding' (E4S) curriculum. The West Sussex Education for Safeguarding (E4S) curriculum is based on the national Department for Education Relationships, Sex and Health Education (RSHE) guidance but adapted and enriched for schools in West Sussex. At Castlewood, we believe that E4S helps to give pupils the knowledge, skills and understanding they need to lead confident, healthy, independent lives, in order to become informed, active and responsible citizens.

The E4S programme at Castlewood reflects the school's values and the rationale which underpins our curriculum: ensuring children are 'world-ready'. Children will learn about moral values through all aspects of school life, including our Castlewood Learning Powers of Brain, Heart and Soul, thus encouraging the following:

- Sensitivity and respect for themselves and others.
- A friendly and caring environment in which children are able to ask questions and further their understanding.
- Taking responsibility for their actions and the consequences of their actions.
- Equality of opportunity for all children in a caring community in which each individual is encouraged to make a valuable contribution.



# PE & Sports Provision

Children have at least two PE lessons per week and are taught the skills and tactics for a range of sports. Due to our close partnership with Horsham Sports Services, in the past we have been able to offer our children the opportunities to try table tennis, new age kurling, basketball, tag rugby, wheelchair sports and archery. In addition, we use our allweather track on a daily basis and take part in competitions against other Horsham schools. We are proud of the variety of sports that our children can experience whilst they are at Castlewood.

# SEND (Special Educational Needs and/or Disability)

At Castlewood we regularly assess the children to ensure that they receive prompt help and support as necessary. We work with a range of outside agencies and support to help your child to reach their full potential. Our aim is that any children with Special Educational Needs and/or Disability (SEND), will still access a broad and balanced curriculum, specifically differentiated and tailored to develop life skills and a healthy self-esteem and confidence. We want to help them learn for the future so that they can build independence and achieve their full potential in a caring, supportive and inclusive environment.

# Wraparound Childcare

VIM provide before and after school care in our mobile classroom and bookings can be made on a regular or ad hoc basis via this link - [VIM Bookings](#).

# Extra-Curricular Activities

We have a selection of outside providers who run a variety of clubs, generally after school. The clubs on offer range from sports such as football, gymnastics and Karate to French, dance and drama.



Our Curriculum



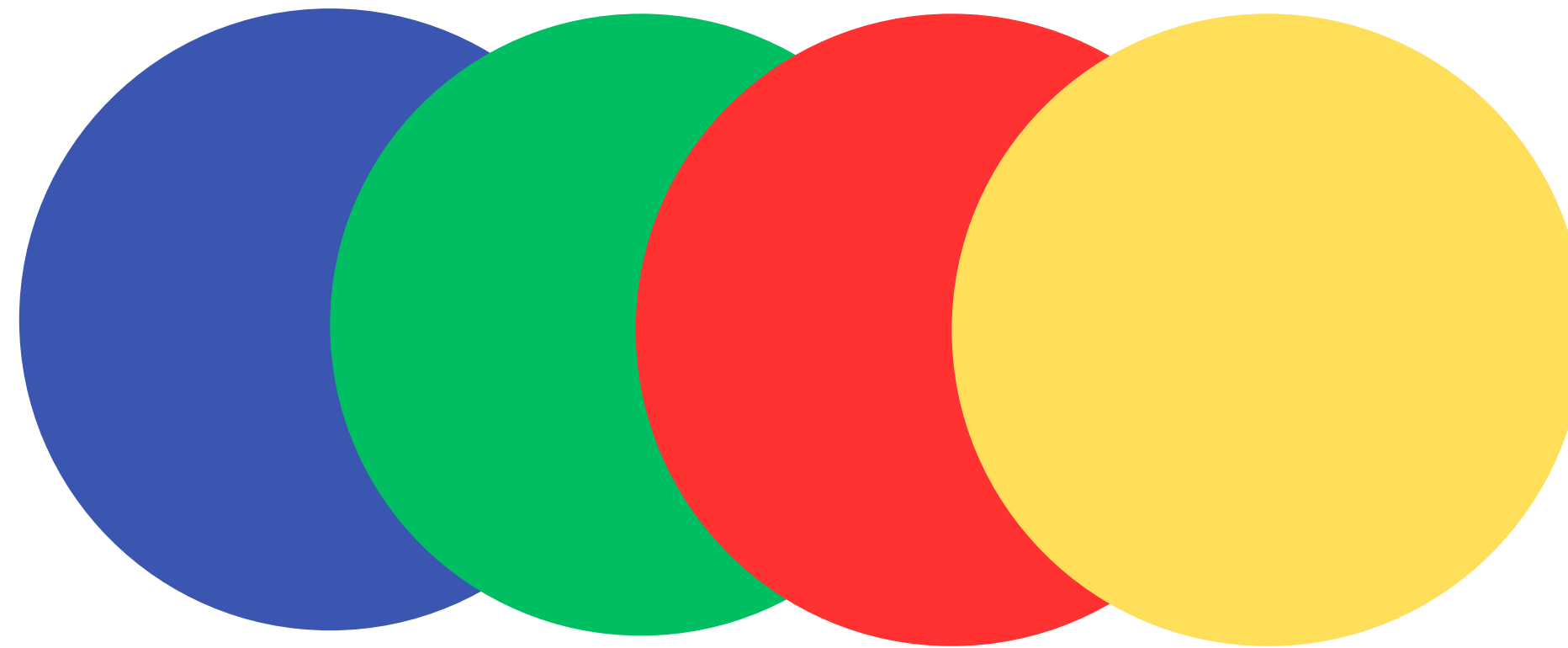


## Pupil Voice

Our pupils have a very strong involvement in the school. Year 6 pupils have the opportunity to apply for Student Leadership roles including Head and Deputy Head Pupils, Prefects, Ambassadors, Play Leaders and House Captains. Our School Council meets half-termly for a breakfast meeting, with elected representatives from each class including Reception (EYFS). Last year, the School Council were involved in selecting and buying new equipment for the playground so they could use it at break time and for encouraging our PTA to look for fully recyclable water bottles.

## House System

Each child belongs to a House – Arundel, Bramber, Lewes or Pevensey. Children wear their house colour for P.E. The Houses are led by House Captains from Year 6 and each House meet for a House Assembly. Interhouse competitions take place throughout the year culminating in Sports Day in the Summer Term.



# Our Pupils



# Home School Partnership and Communication

We pride ourselves on having an open door policy encouraging parents to come in and see teaching staff to raise any concerns early and hopefully before they become major issues.

Our staff welcome the children in every morning and are available for a quick chat but longer, more private conversations can be organised for before or after school.

We encourage our families to help us to help your child by sharing with us information that might be relevant to your child's wellbeing and ability to learn. We send out weekly newsletters and regularly update our website with useful information.

We hold formal twice yearly parent consultations, open days and a full annual report is sent out at the end of the academic year.



## Supporters of Castlewood School - SOCS

We have a very active PTA, known as SOCS, who organise a variety of events to raise much needed funds for our school including discos, film nights, summer barbecue and the very popular Blackberry Fair. The money that they have raised over the last year has enabled the school to build an Outdoor Classroom. In previous years, SOCS have provided us with the funds to purchase new computer screens for the classrooms, Scooterpods, reading diaries for every child and the annual pantomime treat at Christmas. SOCS are currently raising funds to develop our wildlife area.



# School Information

## School Hours

### Morning Session

8:45am – 12:00pm (break between 10:30am - 10:45am)

### Afternoon

1:00pm – 3:15pm (15 mins break when required for Reception and Key Stage 1 only). The older children in Key Stage 2 work through the afternoon without a second break to ensure that they fulfil the provision of curriculum time. All classes have the opportunity to do the Daily Mile.

## Arrival and Departure

School begins 8:45am but the gates open at 8:30am with classroom doors opening at 8:35am. Children may come into school at this time. Children are encouraged to come into the classroom on their own and there is a designated cloakroom area for each class. At the end of the day, children leave by their classroom doors and meet their parents on the playground.

## School Meals

All children in Reception and Key Stage 1 are offered Universal Infant Free School Meals. The hot lunches are provided by 'The Easy Lunch Company' and are delivered fresh into school every day.

## Mid-Morning Break

Children are welcome to bring fruit to eat at morning break. Reception and Key Stage 1 pupils also receive fruit as part of our school fruit and vegetable scheme. Milk is available in small cartons for mid-morning break and must be ordered via the Cool Milk website or by phone. Children who are under 5 when they start school receive their milk free until they reach the age of 5. We encourage Key Stage 2 pupils to also bring fruit to school to eat at morning break. Water is always available from the drinking fountain and children may bring in bottles of water to have in their classrooms.

## School Uniform

The school colours are Royal Blue and Grey and we would encourage all parents and pupils to support the school by wearing uniform.

School uniform with a logo can be obtained from Supporters Of Castlewood School (SOCS) at school, via their on-line order form. They also supply pre-loved uniform, the house sports shirts for P.E., book bags, PE bags, school caps and water bottles which are all available via [socs-uniform@castlewoodprimary.co.uk](mailto:socs-uniform@castlewoodprimary.co.uk).

[Online Order Form: Download here](#)





[www.castlewood.w-sussex.sch.uk](http://www.castlewood.w-sussex.sch.uk)

Developing the whole child to be World-Ready