



Parent/Carer Handbook

Taking you step-by-step through your child starting secondary school at The Castle Rock School.



**THE CASTLE ROCK
SCHOOL**

Lionheart Educational Trust

Welcome

A very warm welcome to The Castle Rock School

A purposeful, ambitious and welcoming learning community in which students, staff and parents work together to ensure outstanding outcomes for our young people.

The Castle Rock School seeks to give students an outstanding educational experience. We are acutely aware that every young person gets 'one shot' at education and we must make it the very best for everyone. At The Castle Rock School the goal for our students is to gain rich and varied experiences that enable them to apply to the University or apprenticeship of their choice.

Our Vision and Values

We believe you will be impressed by our high expectations, quality of teaching, vibrant learning environment and our motivated students.

Information

In this handbook, you will also find lots of useful information and the answers to some frequently asked questions. If you have any questions that are not answered, please contact the school office at info@castlerock.org.uk and we will be happy to help!

We look forward to working in partnership with you and getting to know you and your child.

Key information



Times of the school day

- Start of the day: 8:40am
- Morning break: 10:50-11:10am
- Lunch break: 12:50pm-1:20pm
- End of day: 2:55pm

Communication with parents

Through Parent Mail, Beehive and Newsletters (Microsoft Sway)

Celebrating successes

We love celebrating the successes of our students through various communication channels, including our Instagram (@thecastlerockschool), Facebook page (@castlerocksch) and our website (www.castlerock.org.uk).

Has your child achieved something special, like winning a competition, completing a fundraising goal, or volunteering in the community? Please share your stories and photos with us at info@castlerock.org.uk We may feature them in our newsletter, on social media, or in the local press.

Holidays

Whilst we discourage taking holiday or leave during term time, if you need to request a Leave of Absence for your child, please submit a written request to the Principal using the form available on our website. We understand that sometimes exceptional circumstances arise, and we will consider these requests carefully.

Please note that we may ask for appropriate evidence to support your request. To ensure your child is not at a disadvantage, we kindly ask that you avoid scheduling absences before or during examination periods, as this leave will not be approved.

Food and drink

We offer a wide selection of food for breakfast, break, and lunchtimes. Our range includes:

- **Breakfast:** Full English breakfast, hot croissants, pastries, toasties, and paninis.
- **Lunch and Break:** An extensive range of hot and cold food, street food and salad bar is always available.

We cater to various dietary needs, including halal, gluten-free, vegan, and dairy-free options.

Students can purchase food and drink with their ID cards, which can be topped up on Beehive (Find out more on page 7).

We also provide several spaces around our school site for students who wish to bring in a packed lunch.

Pastoral support

Our goal is to provide a nurturing environment where students can thrive and exceed their own expectations. Parents can rest assured that their child will be supported and encouraged to become the best they can be.

Year teams have their own designated office, where students can seek support and are available throughout the day to assist with any questions or concerns students may have. They are always ready to offer guidance and advice.

Each student has a dedicated Head of Year and pastoral team who work closely with students, parents, and staff to provide comprehensive support. They are always here to help.

Uniform

Students at The Castle Rock School wear a uniform. Our uniform can be purchased from Stevensons. For any queries, please contact their customer service team at: customerservices@stevensons.co.uk

All students are to wear the following:

- Green Castle Rock blazer
- School tie
- White shirt
- Grey trousers / Grey pleated skirt or Checked skirt (the school skirt should sit just above the knee)
- Tailored grey shorts or grey pinafore Optional plain grey knit V neck jumper under blazer (this cannot be worn instead of a blazer)
- Black tights/socks (Students must not wear white socks over tights)
- Black footwear (Footwear must be entirely black without coloured logos)

Blazer and School Tie (and optional Checked skirt) must be purchased from Stevensons.

Other items above can also be purchased from a variety of suppliers



Scan to find out more information on the Uniform policy and stockist information.



Equipment Checklist

All students are expected to have the following stationery in school every day:

- Pencil case
- 2 green pens
- 2 black pens (no blue pens)
- 2 pencils
- 30 cm clear plastic ruler
- Large clear plastic pencil case
- Eraser
- Highlighter
- Protractor
- Sharpener
- Scientific calculator (we recommend a Casio FX85)

Policies

Policies are vitally important and help us to create quality standards for learning and safety, as well as for expectations and accountability. If you want to know more about the policies we have in place, please visit our website: www.castlerock.org.uk



Chrome Books

We are pleased to be providing all new Year 7 students with a 1:1 Chromebook to support their learning across the curriculum. Students will be expected to take their Chromebook home each day to charge it and bring it into school fully charged for use in lessons.

How will Chromebooks be used?

Teachers carefully plan when and how Chromebooks are used in lessons. They are often used for low-stakes quizzes and learning activities, which help teachers quickly identify what students understand well and where they may need further support. This allows teaching to be adapted to meet the needs of all learners and address any misconceptions promptly.

Why do we provide a 1:1 device?

- Ensure equal access to technology
- Develop essential digital skills
- Provide consistent access to learning materials
- Enhance learning and communication
- Encourage responsibility and independence

All students will be shown how to use their Chromebook effectively and safely. Clear expectations will be set around appropriate use in lessons to ensure technology supports learning in a positive and purposeful way.



Beehive brings together essential applications, making it easy for parents and carers to access important information and updates about their child's education.

Available in both a browser and a smartphone app, Beehive ensures seamless access. Parents/carers will receive a unique welcome email with instructions on how to access the portal, while students can log in using their school network credentials.

Here's a round-up of what can be accessed via Beehive...

NEWS

See school news shared with both students and parents. This can include anything from clubs to competitions to reminders about school closures.



ASSIGNMENTS

A full homework management system where staff can set class or group assignments and both students and parents can view details online, including due date and homework requirements.



TIMETABLES

Daily timetable information showing subject, room and location information.



EVENTS

The events module shows a planned schedule of after school events. Students can sign-up to extra-curricular activities and parents/carers will be informed of any changes to events automatically.



BEHAVIOUR

Allows staff to instantly give reward and behaviour points. Parents can view their child's attendance and see reward and behaviour points given.



PAY & STORE

Parents/carers have the ability to top-up their child's smart card with credit for use at break and/or lunchtime, and see a breakdown of spend per day. This module is also used to pay for products and trips.



CONSENT

Parents/carers can set consent for use of images in the media and marketing materials, as well as how their child's data is used in school to celebrate achievements.



MAILOUT

This system will also allow parents/carers to view letter archives. When documents are available to view in Beehive, you will receive an email notification via mailout.



Scan to visit our website and download our Parent/Carer Beehive Guide for login details and further information

Frequently asked questions

Here are our answers, to what we find, are the most frequently asked questions.

What happens if my child is ill and/or can't attend school?

If your child is too unwell for school, please contact the main school phone line [01530 834366](tel:01530834366) and select option 1 and state your child's name, tutor group and reason for absence. Additionally, you can email our attendance team on cas-attendance@castlerock.org.uk. For any medical appointments, within the school day, you must provide a medical evidence, through the form of a letter or appointment card.

What happens if my child is late?

The school gates lock at 8:45am, if students arrive after this, they must report to main reception, where they will be greeted by a member of the senior leadership team. To prevent disruption to tutor time, late students wait in the library and conduct the tutor programme with a member of staff. Students who are late receive a C2, 45-minute detention for that evening. If there is a reason for lateness, we request carers phone or email the school to make them aware and prevent a sanction.

What subjects will they study and how is homework set?

Year 7 Curriculum - All students will study the following subjects

All lessons are 50 minutes long, however some subjects have double lessons.

Maths	Geography	Languages	RE
English	History	Drama	Computing
Science	PE	Music	Creative Rotation

Homework

Different subjects use alternative methods of setting homework. For example, Maths use an online package 'Complete Maths Tutor', PE use our own Virtual Learning Environment (VLE) and some subjects will still use paper.

To make sure it is easy to keep track of, all homework is logged on Beehive so that students and parents can support their child's learning.

Does my child have to carry their PE kit with them each day?

Year 7 students have one double lesson per week, upon receiving the timetable, students will know what day they need to bring their PE kit.