



## Castle School

Josephine Butler Campus, Academy Road  
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Principal: Mrs S Wild

23 October 2020

Dear Parent/Carer

Well, we are at the end of the first half-term! As I write this, Castle School has **not** had any positive cases amongst staff or pupils which is excellent news (and long may it last!).

So a **huge thank you** to you all for being vigilant around Covid symptoms and also supporting the school by keeping your children away from school if there have been any concerns. We continue to socially distance, where possible, wash hands (lots!) and are maintaining high standards of cleaning across our environment.

**A special note for parents who Drop-Off & Pick-up at school** – please note the ‘windows’ of time for these activities are as follows;

- Drop-off – **Secondary** 8.45 – 8.50am and **Primary** 8.50 – 9.00am
- Pick-up – **Primary** 3.00 – 3.10pm/**Secondary** 3.10 – 3.20pm

The above arrangements are so that pupils can be brought out gradually – reducing contact and promoting calm transitions, so although primary start to come out from 3.00pm, it may be after that when your child is brought out, but usually it will be well before 3.10pm.

For the morning drop-off, the timings are as above – please wait for school staff to come to you to collect the children, so for secondary, this will usually be between 8.45 and 8.50.

All staff wear ID at all times – a red badge.

If you are dropping off after 9.00am – school staff are likely to be back in classes. You need to come into reception and ring the doorbell – a member of the admin team will come to collect your child.

Please note, you should only come into the school building if you have a pre-arranged appointment or are dropping off after 9.00am – thank you for supporting us with this.

### Half Term

As we break up for the half term holiday today, I would just like to confirm that Castle School re-opens on **Monday 2 November 2020, at the usual time.**

**PTO**



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### **Snack Money /Lunch Money & Cash Handling**

Just a reminder that snack money is **£5.00 per each half term**.

Due to the ongoing pandemic we are trying to avoid handling as much cash as possible. As requested could we please ask that any cash brought into school is in a sealed envelope with the child's name on the envelope.

Lunch monies are to be paid weekly and we ask that the money is in school by the end of each week. Could we also ask that any arrears owed are paid as a matter of urgency. If you have any problems then please get in touch and we will try to help.

### **Charitable Involvement**

Over the Autumn term we will be getting involved in a couple of charitable events as noted below.

**The Royal British Legion** – as usual we will be selling poppies for the Poppy Appeal after half term.

**Children in Need** will take place on Friday 13 November and the school will be taking part. We would like to support this worthy charity by having a non-uniform day and we are suggesting a donation of £1.00 but please feel free to donate any amount you feel appropriate – all donations will be gratefully accepted.

In addition to the non-uniform day, we will be selling a range of items for BBC Children in Need:

- Pudsey Ears at £2.50 per set
- Pudsey Pin Badges at £1.00 each
- Wristbands at £1.00 each

**Christmas Jumper Day** will take place on Friday 11 December – further details to follow.

**Macmillan** – thank you so much for your monetary donations and the wonderful photos of your children baking cakes. We will be making a donation to Macmillan of £88.50.

### **Absence/Holiday Requests**

It is very important if your child is absent from school for any reason that you ring the office on 01670 844322 and let us know as soon as possible, ideally no later than 9.30am. You can also inform the office via Parentmail or by emailing [admin.cs@castle.ncea.org.uk](mailto:admin.cs@castle.ncea.org.uk).

You should then continue to make daily calls to update the School. If we don't hear from you then we will also make regular telephone calls to keep updated with the ongoing situation and to gain an explanation for the absence.

This procedure is to ensure that we know where your child is, that they are safe, and forms part of our wider Attendance Strategy and Safeguarding Policy.

On behalf of all our staff, may I wish you all a lovely break!

Yours sincerely

*Sara Wild*

Mrs S Wild

Principal