



The Castle School
ACHIEVE | BELONG | PARTICIPATE

School Procedures

Date: June 2024

CEO: Lorraine Heath
Headteacher: James Lamb

Due for review: Summer Term 2025

The Castle School

BEFORE SCHOOL

Students in Years 7-10 may use the Hall and the Library but must not be in any other part of the school until the bell sounds at 8.40 am. Only Year 11 students may use the main school entrance.

Students in Year 11 may use their tutor rooms with tutor agreement, as well as the New Dining Hall or the Library.

MORNING BREAK

Food should only be eaten inside the building in the Hall or the New Dining Hall.

LUNCHTIME

Students may use areas outside the school building, including the field, subject to appropriate weather conditions.

The following areas are available for use by students during lunchtime:

Hall/Canteen/New Dining Hall	- All years
Year 11 Tutor Rooms	- Year 11 students, with tutor agreement
Library	- Available for study for all years

Qdos	- Quiet space for support with learning or for games. Pre-agreed students only
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Room J15	- ICT study room – all years
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Room J16	- ICT Year 10 and 11 students
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GENERAL

Movement in corridors and on stairs is on the left-hand side. The playground should be used as often as possible for movement in order to ease congestion in corridors.

When moving around the school, it is an expectation that all students wear their uniform in full, including the blazer. Coats are not to be worn inside the buildings. All mobile phones and devices are to be out of sight when moving around the school, including any headphones, AirPods or similar.

Mobile phones and devices are allowed to be used by students during free time inside the Hall or the New Dining Hall, or outside on the field or other outside spaces.

During wet break or lunchtimes, the following areas are available to students: Years 7-10 in the Hall and the New Dining Hall and Year 11 in the New Dining Hall or tutor rooms.

Students that need to leave school early should sign out at Main Reception. Students who arrive late to school should sign in at Main Reception.

Students must ensure that they clear up after themselves in the Hall/Canteen/New Dining Hall. No eating on the field. No litter should be dropped anywhere in the school. There are general bins for waste as well as recycling bins for appropriate items.

No ball games near the benches on the field. Students may play football on the Tennis Courts, on the Field or on the Astroturf. Only basketball to be played on the Hard Courts.