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This prospectus is designed to provide information for parents and guardians.

If there is anything further, you would like to know please do not hesitate to give us a ring or call into the school office.

A MESSAGE FROM THE HEADTEACHER

I feel very privileged to be the Headteacher at Ludgershall Castle Primary School. It is a wonderful place where there is always something exciting to learn and discover.

We work hard to ensure that everyone who visits our school feels welcome. I am proud of our friendly children, dedicated staff, and supportive community, who all learn and grow together.

At Ludgershall Castle Primary School, we want learning to be enjoyable and memorable. Our aim is for every child to be motivated, successful, and to reach their full potential.

The staff and I are committed to providing the very best education for every child. However, we know this cannot be achieved without the involvement of you—the parents. There is an African proverb which says, *"It takes a whole village to educate a child."* Many parents already play an active role in school life, and we truly value the support of our whole community.

We hope that as soon as you step inside our school, you will see that this is a place where every individual is valued.

Please do come and say hello -I am often around at the beginning and end of the school day. If you would like a longer conversation, we can always arrange a time during the day.

THIS IS A SAFE AND HAPPY PLACE WHERE YOUR CHILD WILL LEARN, HAVE FUN AND SUCCEED.

A handwritten signature in blue ink that reads 'stowe'.

Mrs Lowe

LEARN
HAVE FUN
SUCCEED

OUR SCHOOL

Our school was opened on its present site in 1978. It is situated in pleasant surroundings within a short distance of Ludgershall town centre, yet within close proximity to Collingbourne Woods.

We have eleven well-sized classrooms and are fortunate enough to have a large amount of space both inside and out. All Foundation Stage and Key Stage One classrooms have direct access to the outside to enhance learning. We also have 6 classrooms upstairs, a dedicated music room, a meeting room for School Council and other groups, a community room and a well-equipped art and DT room. We are lucky to have a child-friendly dining hall as well as a large sports hall which is also used for drama and assemblies.

We have a fitness trail, an outdoor classroom, sports field, nature garden, two playgrounds and a large grassy area for children to play on. We are proud to have our very own Forest School Area on the school grounds where children regularly have Forest School sessions.

We are proud of the facilities we are able to provide and are committed to a continuous programme of further improvements. We are always open to new suggestions and ideas as to how to make the school even better - parent and pupil opinions are very important to us.

AIMS AND VISION

‘LEARN / HAVE FUN / SUCCEED’ are carefully chosen words that encapsulate the aims of our school.

- We want learning and teaching to be fun for all.
- We always ‘have a go’ and try our best; we celebrate our successes.
- We want to care for and respect everyone in our school; everybody matters.
- We want school to be a safe place for everybody.
- We know that learning is for life, not just for children.
- We all want to be good citizens.

At Ludgershall Castle Primary School, we are a nurturing and inclusive community where every child is valued, respected, and inspired to thrive. Guided by our core values of Respect, Ambition, Cooperation, Resilience, and Enthusiasm, we aim to create a vibrant, supportive environment where children are engaged, positive, and eager to learn.

- Our main focus will be on raising pupils’ achievement.
- There will be a culture of continuous improvement and innovation.
- The curriculum will be broad, balanced and forward-looking and will prepare pupils for active citizenship.

OUR SCHOOL DAY

8.35-8.45 am: Children arrive along the passenger footpath.

8.45 am: The school gates are closed. Any children that arrive after 8.45 am should come to the front office to register before going to class.

11.45 - 12.30 pm: Reception lunch time.

11.50 - 12.35 pm: Key Stage 1 lunch time.

12.15 - 1.00 pm: Lower Key Stage 2 lunch time.

12.45 - 1.30 pm: Upper Key Stage 2 lunch time.

3.15 pm: School finishes.

SCHOOL ORGANISATION

There are three different stages that your child will go through in our school:

- Foundation Stage Two (FS2) (Reception): 4 - 5 years old (Butterfly/Bumblebee)
- Key Stage One (KS1): 5 -7 years old (Squirrel/Hedgehog)
- Key Stage Two (KS2): 7 - 11 years old (Fox/Badger/Otter/Kestrel/Buzzard/Kingfisher)

CLASS ORGANISATION

We strive to keep the number of pupils in our classes at 30 or below. 4 out of 11 of our classes are single age classes, but due to the varied admission numbers in each year group it is necessary to have some mixed year group classes. We have a two-year curriculum rolling programme to ensure children's learning is not affected by this.

Within each class the grouping of the children is flexible. All children will, from time to time, work individually, in pairs, as part of a small group and with the whole class.

SCHOOL UNIFORM

The school colours are royal blue, black and grey. Pupils should wear a light grey, dark grey or black pinafore dress, skirt or trousers, as well as a royal blue sweater or cardigan. Shirts, blouses or Polo shirts should be white, blue or grey. In the summer children may wear a blue and white dress or a white or blue T-shirt with suitable skirt or trousers. All shoes should be black.

We are proud to have achieved our Bronze Award to become an Affordable School. To help with the cost of uniforms, royal blue sweatshirts, cardigans and white polo shirts, can all be purchased from local supermarkets and do not need to have our School Logo. We also have some stock of second hand uniform to buy.

For PE, children must have a pair of plimsolls or trainers, plain black or blue shorts and a plain white T-shirt. Children need suitable footwear for outdoor PE. Tracksuits may be worn for outside PE during the cold months. These should be as plain as possible, although we understand they may have manufacturers' logos.

All items and all articles of clothing must be clearly named.

Although we take great care to ensure that personal articles are not lost, we cannot accept responsibility for lost property.

Children should not wear jewellery to school. If your child's ears are pierced it is acceptable to wear a small stud but hoops are not allowed for safety reasons. A watch may be worn but it will be your child's responsibility. No smart watches are allowed. Children are not allowed to wear nail varnish to school and will be asked to remove it if they do.

WHAT WE LEARN AT SCHOOL

At Ludgershall Castle Primary School we teach a broad, balanced curriculum to ensure that all children can know more, remember more and master skills, in every subject, that can be used throughout their lives. We have planned our curriculum so that there is both subject teaching and, where it is appropriate, learning based around cross-curricular themes. We teach English, Mathematics and Science as well as: Art & Design, Physical Education (PE),

Design & Technology (DT), Computing, Music, Foreign Languages, History and Geography. We also teach Religious Education (RE) and Personal, Social and Health Education.

Speaking and listening skills are vital for children to achieve in all subject areas. Please see our school website for detailed information about what is being taught each term.

RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP

In accordance with the National Curriculum, Religious Education (RE) is taught throughout the school. Each child takes part in acts of collective worship that are 'wholly or mainly of a broadly Christian character' but reflect the fact that we live in a multicultural society.

Parents/guardians have the right to withdraw their child from RE or collective worship if they so wish. Appropriate arrangements will be made in such cases.

MULTICULTURAL EDUCATION

Britain is a multicultural society. We believe that it is essential for children to develop an understanding of a variety of cultures. As a school we are working towards improving our provision to meet this objective. We aim to help children grow into people who respect and care for all people.

INCLUSIVE EDUCATION

We provide an inclusive education which meets the needs of all our learners. Our aim is to provide equal opportunities for all children and adults at Ludgershall Castle Primary School. Children with special educational needs are identified as early as possible and are suitably supported and challenged. This includes both able children and children who need extra support. We have high expectations at all times and for all pupils.

HEALTHY SCHOOL

We are committed in promoting children, staff and the school as a whole are as healthy as possible.

FS2 and KS1 children receive free fruit daily from a government scheme. Pupils entitled to free school meals and 4-year-old children also receive free milk and other pupils may order milk from 'Cool Milk'. Ask at the office for details. We strongly encourage children to only have healthy snacks such as fruit or vegetables for their break time.

Children are allowed to bring water bottles to school to drink water during the school day but please don't send any other drinks. Please also encourage your child to regularly replenish the water bottle with fresh water.

SCHOOL LUNCHES

We provide Universal Infant Free School Meals for all Foundation and Key Stage 1 pupils. Parents of Key Stage 2 pupils are able to purchase hot meals for their children if they wish. Dinner money must be paid by Wednesday, so that we can order them for the following Monday.

If children choose to bring a packed lunch it may include no more than one chocolate bar/biscuit and one packet of crisps each day. This is to help ensure that children have a balanced diet. If you think you may be entitled to Free School Meals, please make sure that you ask at the office as your child may be entitled to Pupil Premium funding.

TRAVELLING TO AND FROM SCHOOL

We encourage children to choose healthy and safe ways of travelling to and from school, such as walking and scooting. Pupils may leave bicycles locked up in our bicycle racks but are encouraged to push their bicycles and scooters once on school premises to avoid accidents. Children aged 10 or 11 are encouraged to take part in

'Bikeability' training, a cycle safety course run in school. They should always wear appropriate safety aids, e.g. reflective clothing and helmets. We also provide 'Scootability' training for all ages (except Reception) in school.

In order to protect all children please keep the entrance gates clear at all times. Please do NOT park in a way that will endanger children or impede the access for emergency services.

No parking is permitted on school premises unless on official business. The school governors can take no responsibility for vehicles parked within the school boundary. There is a bay for disabled drivers.

Children in FS2 and KS1 need to be accompanied by an adult on the way to and from school. Parents are responsible for the safety of their own children at these times so we do recommend that you also accompany KS2 pupils.

SCHOOL POLICY ON HEALTH AND SAFETY AND SEX AND RELATIONSHIPS

The Governors have agreed that sex and relationship education will form part of the school's curriculum.

Sex and relationships education has two aspects:

1. A general part of the whole curriculum, especially science. This will deal with animal (including mammalian and hence, human) reproduction. This may include body parts, growing up, 'myself and others', health (dos and don'ts). This may well also be part of a more general topic and will be dealt with in a manner appropriate to the age and stage of development of the children.

2. Specific lessons are delivered in Years 5 & 6 aimed at teaching the children the facts of human sexual reproduction in the context of family relationships. Videos are used to cover this with preparation and follow up discussions and questions - again, appropriate to the children's age/stage of development.

If any of this gives you cause for concern, please contact the Headteacher for further discussion/clarification.

SCHOOL COUNCIL

We are very proud of the decisions our School Council has made and the impact councillors have had on our school over the years. Each class from Year 2-Year 6 elects two councillors to represent their class on our School Council. School Council Meetings allow the children to have a say in how our school improves. School posts and newsletters are frequently used to pass on information from School Council Meetings.

DISABILITY EQUALITY

If you would like a copy of our Disability Equality Scheme, please let us know. We regularly monitor our Action Plan to ensure that disabled access is the best it can be.

EXTRA CURRICULAR ACTIVITIES

At different times there are opportunities for children to take part in extra-curricular activities. Details of activities that are running, and when, are available from the school office. We acknowledge the value of these activities and always try to extend the range of what we can offer. Examples of activities include: school choir, dodgeball club, football club, dance club, book club and art club.

CHARGING FOR SCHOOL ACTIVITIES

The Governors' policy for charging for school activities is set out below and conforms to the requirements of the 1988 Education Reform Act.

Extra-curricular activities are mostly of a voluntary nature. Where these fall outside, or mostly outside, school time a full charge can be made to parents/guardians.

If an activity takes place in school time, or mostly in school time, then any payment by the parents/guardians is voluntary, except for food and accommodation on overnight visits.

If an activity is essential, as part of the National Curriculum, then any payment is also voluntary, whether it takes place during school time or not.

For either a school time voluntary activity or an essential activity, help may be given to families receiving income support or a family credit. If you would like help please contact the School Office.

Please make every effort to help with voluntary payments. We want to avoid cancelling visits and activities.

ATTENDANCE

The law on attendance and absence is now quite specific both for the school and parents/carers. We are unable to authorise any term time absence, other than in exceptional circumstances.

Parents/carers must inform the school before 9 am whenever their child is absent. You may telephone 01264 790375 or email reception@ludgershallcastle.wilts.sch.uk

If it is essential for your child to be absent during the school day you must inform the school in advance or, in some cases, personally collect him/her. Under no circumstances will children be allowed out of school unless accompanied by an adult.

The Tidworth & Ludgershall Hub schools, following advice from Wiltshire Council, have agreed that Headteachers may only consider holiday requests during term time in exceptional circumstances e.g. for service personnel and other employees who are prevented from taking leave of absence outside term time at any point in an academic year, for service personnel granted pre-tour operational leave or R & R during operational tour (but not post tour leave) or due to terminal illness or bereavement of a parent or sibling. There may be other circumstances, e.g. a family wedding, family bereavement, prison visit, when a holiday may be requested. Each request will be considered, taking into account the pupil's overall attendance, the number of requests and the reason for the request. If the number of unauthorised absences is more than ten sessions, (five school days) within ten weeks in an academic year, school are expected to notify the Educational Welfare Service and a Penalty notice will be issued. You will have received a leaflet from Wiltshire Council giving information for Parents and Carers about Penalty Notices which is also available on the school website or from the school office.

Various rewards have been suggested by the School Council for good attendance. We make assembly announcements of the best attending classes each week.

MEDICINE IN SCHOOL

The guidance we have to follow is very explicit for the wellbeing of the children and the protection of staff. The following points must be observed:

Medication that needs to be taken three times a day can be easily administered at home, e.g. in the morning, after school and in the evening. Therefore, we would not need to give this to your child at school. Medicine that needs to be taken four or more times a day would need to be taken during the school day.

A medical form must be collected, completed and returned to the school office before any medicine can be administered by a qualified first aider.

Only the smallest practicable quantity of prescribed medicine should be brought to school by the parent or other responsible adult.

Where it is not appropriate for a member of staff to administer the medication and the child cannot do it him/herself, his/her parent/carer is asked to come into school to give the child his/her medication.

CHANGING CHILDREN'S NAMES

School registers, enrolment forms and so on are legal documents. We are not allowed by law to change a child's birth surname on any of these. The only exceptions are in the case of adoption, whereby a Court legalises the change, or a change of name via Deed poll. The legal documentation should be brought into school and we will then change the name on the register.

If this is not clear, or you wish to discuss any of the above, please call into school to speak with the Headteacher.

EMERGENCY SCHOOL CLOSURES

If it is necessary to close due to snow, or other emergency conditions, parents will be advised via Clasdojo by 8am at the latest. You must therefore keep us up-to-date with contact details please. A message will be placed on the school's website - www.ludgershallcastle.wilts.sch.uk and on our Class Dojo. We will, of course, make every effort to keep the school open. We would ask all parents to understand that in these circumstances, no teachers will be in school. Therefore, parents must take responsibility for ensuring that the school is open before leaving their child.

If the school is open, we will not message you and will not place a message on the school website.

LIAISON

Ludgershall Castle Primary School works closely with other organisations – local primary and secondary schools, social and health services, child and family consultation services and Ludgershall Pre-school. We feel strongly that only by regular discussion of issues that affect us all can we best help the children. This is especially true on transfer from Pre-school and to secondary education. A member of the teaching staff is responsible for liaising with parents/carers of children due to start school with us for the first time.

HOMEWORK

Children are encouraged to practise reading skills at home every day. This requires the attention of a parent/carer to share, encourage and discuss books with the child; most people find this extremely rewarding.

Children will also need to learn/practise spellings and mental maths at appropriate stages of development. We would ask that they be given your active support and encouragement. Older children may be asked to do some research, learn tables, solve problems, or complete an art task, and so on at home. Please speak to your child's teacher to find out the best way you can help.

PARENTS HELPING IN SCHOOL

We are always pleased to have parents, grandparents or other adults helping us in school. If you would like to join us, please come and pick up an application form from the school office.

Many activities are only possible with the help of an extra responsible adult. Examples include extra reading, cooking, sewing and craft activities. We would also like you to bring your own special skill or hobby, if you have one, into school!

Ludgershall Castle Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All adults who support learning in our school are, of course, subject to a full Disclosure and Barring Service check as well as provide referees.

PARENTAL ACCESS TO OFFICIAL DOCUMENTS AND INFORMATION

1. It is the responsibility of the Headteacher to make available to parents/carers information about Ludgershall Castle Primary School.
2. The following information can be found on the school website:
 - Details of the current curriculum (including the RE agreed syllabus);
 - Any published HMI or Ofsted reports about the school;
 - The school's complaints, admissions, anti-bullying and child protection policies; and
 - The School Prospectus (i.e. this document).

Copies of all school policies, including those for Special Educational Needs and Disabilities (SEND), equal opportunities, child protection and behaviour are available from the school office. If you would like any other documents, please get in touch and we will do our best to help you. These documents will be provided free of charge.