



From: The Headteacher: Mr I Sterling  
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<Date>

Dear .....

I would like to take this opportunity to welcome you and .....to Haberdashers' Castle House School.

Our school is rather unique, set in special surroundings, with a family feel and I am delighted that you have chosen to trust us to take care of ..... Whilst we naturally focus on the education of your child, there are many social events both with and without the children which I hope you will take part in through our 'Friends of Haberdashers' Castle House School'.

Useful information is available through our website, and you will note in particular that the uniform is available from both Mary's Tots n Teens in Newport and also online via the John Lewis website.

As you will have already noticed, parking may be challenging at times and whilst vehicle access is available on site, we do encourage all parents to park off site and walk in. I also have a legal obligation to inform you that the Chair of Governors is Mr Kevin Paton-Feaver and he can be contacted through the school office.

You will have an opportunity to meet all of the fantastic staff of the school very soon. We are keen to form relationships with parents. Should you wish to speak to a member of staff the best time is at morning drop off, or of course you can email [admin@castlehouseschool.co.uk](mailto:admin@castlehouseschool.co.uk). Do also note that my office door is always open to you and please do not hesitate to contact me should you have any concerns.

All that leaves me to say is 'Haberdashers' Welcome to Castle House School.'

Kind regards,

Ian Sterling  
**Headteacher**  
**Haberdashers Castle House School Trust**

## SCHOOL ONLY - The School Day

8.00am	Optional morning club
8.30am	All pupils must have arrived and line up on the playground
8.40am	Registration
12.00 noon	Lunch
3.50pm	End of School
4.00pm	Optional Clubs / Activities start
4.50pm	Clubs / Activities end

Rec to Uniform	Y6	Girl's School Uniform	Boy's School Uniform
<b>Uniform</b>		<b>Boater</b> White long-sleeved shirt Royal blue crested v neck pullover School tie Grey pinafore - Reception to year 2 Grey school kilt - Year 3 to Year 6 Sensible black school shoes Grey knee length socks and tights School blazer with school crest Blue coat with school crest Checkerd Belted Gingham Summer Dress (Summer term to October half term)	School cap with badge White long-sleeved shirt Royal blue crested v neck pullover School tie Mid grey short trousers or optional long trousers Sensible black school shoes Grey knee length socks School blazer with school crest Blue coat with school crest
<b>Sports</b>		Kit bag CHS sweatshirt Navy blue tracksuit bottoms PE top navy/royal blue White PE socks Royal blue sports socks Navy PE skort Blue swimming costume Royal, blue swim hat School wool beanie with crest	Kit bag CHS sweatshirt Navy blue tracksuit bottoms PE top navy/royal blue White PE socks Royal blue sports socks Navy PE shorts Navy swim shorts Royal, blue swim hat School wool beanie with crest
<b>Other</b>		Water bottle School bag Forest School Kit (Old clothes & Wellies)	Water bottle School bag Forest School Kit (Old clothes & Wellies)
<b>Uniform is available as follows:</b> Items shown in black - any supplier Items shown in Red - via John Lewis online shop Items shown in Blue - From Mary's Tots 'n' Teens in Newport			

## NURSERY ONLY - The Nursery Day

8.00am	Nursery Opens (Drop off at gate)
10.00am	Snack
11.30am	Lunch (Babies & Toddlers)
11.45am	Lunch (Pre-School)
14.15pm	Snack
16.30pm	Tea Time
18.00pm	Nursery Closes

## Additional items to be supplied (if applicable)

Nappies
Wipes
Nappy Cream
Sterile bottles (nb we cannot sterile bottles)
Pre-measured formula

Nursery Uniform	Girl's School Uniform	Boy's School Uniform
<b>Summer</b>	Royal blue crested cardigan Checked Belted Gingham Summer Dress (Summer term to October half term) or White knee length socks or tights Sensible shoes	Red crested polo shirt Blue crested sweatshirt Navy blue shorts
<b>Summer Alternative</b>	Red crested polo shirt Blue crested sweatshirt Navy blue shorts	
<b>Winter</b>	Grey pinafore Red crested polo shirt Blue crested cardigan Grey tights Sensible shoes	Blue crested tracksuit Red crested polo shirt Sensible shoes
<b>Winter Alternative</b>	Blue crested tracksuit Red crested polo shirt	
<b>Other</b>	Water bottle	Water bottle

	Puddle Suit & wellies (Forest School) Spare change of clothes	Puddle Suit & wellies (Friday only) Spare change of clothes
<b>Uniform is available as follows:</b> Items shown in black - any supplier Items shown in Red - via <a href="#">John Lewis online shop</a> Items shown in Blue - From <a href="#">Mary's Tots 'n' Teens in Newport</a>		

## Useful Contact Information

**Websites**

School	<a href="http://www.castlehouseschool.co.uk">www.castlehouseschool.co.uk</a>
Nursery	<a href="http://www.castlehousenursery.com">www.castlehousenursery.com</a>

**Telephone**

School	01952 567600
Nursery	01952 567607

May we respectfully ask that School Parents DO NOT call the Nursery number if there is no answer on the school number. Please leave a message on the school number and we will return your call.

**Email**

School	<a href="mailto:admin@castlehouseschool.co.uk">admin@castlehouseschool.co.uk</a>
Nursery	<a href="mailto:admin@castlehouseschool.co.uk">admin@castlehouseschool.co.uk</a>

**Social Media**

School	<a href="https://www.facebook.com/castlehouseschool">www.facebook.com/castlehouseschool</a>
Nursery	<a href="https://www.facebook.com/castlehousenursery">www.facebook.com/castlehousenursery</a>

**School Term Dates** See School website

### Family App (Nursery only)

All parents in Nursery will be supplied with a user name and password for the 'Family' App. There is a communication tool as part of the app which allows you to communicate with Nursery Staff directly.

### Key People

Headteacher	Mr Ian Sterling
Head of EYFS (Nursery)	Miss Helene Burrell
Head of Pastoral Care & DSL	Mrs Elizabeth Butler
Admissions & School Office	Miss Hannah Grice
SENCO	Mrs Liz Jones
Chair of Governors	Mr Kevin Paton Feaver