

PROSPECTUS



ASHURST WOOD PRIMARY SCHOOL

School Lane, Ashurst Wood, East Grinstead, West Sussex RH19 3QW

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Message from the Headteacher...

Ashurst Wood Primary School is a happy place. We take pride in our reputation as a supportive, friendly, and family orientated village school. If you are looking for a rural school in a beautiful setting that blends traditional values with modern technology then you are in the right place. We all want the very best for children and our school is constantly evolving and developing to ensure each child fulfils their potential.

Our creative curriculum provides a wealth of opportunities for children to be inspired, to develop their learning skills and be prepared for the world in which we live. We want all the children to develop a love of learning and to become confident, caring citizens who are valued for their contribution to their community and the wider world.

Having spent time in our care we are confident that your children will take many fond memories with them, and a preparation for the future which will serve them both long and well.

We sincerely hope that this will be a long and happy partnership with the school.

Lisa Hobby



The following pages give you information about:

Vision and Motto

Parent **T**eachers and **F**riends **A**ssociation

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INTRODUCTION

The information given in this prospectus is intended for parents who are considering their child's entry to primary school in 2017/18.

This information is correct at the time of printing and describes any changes planned by the school. The prospectus should help you to make the right decision about selecting the right school for your child. If your child has already joined us, it will give the important information about day-to-day life at Ashurst Wood Primary School.

OUR VISION

We believe that everyone has a talent, and we work together to achieve full potential and bring out the best in every individual.

Our school is known as:

- * Successful, thriving and forward-looking
- * A place where children enjoy learning in a happy, supportive environment
- * A place where every individual makes a positive contribution, whether that is in school, in our community or in the wider world

OUR MOTTO

Our school motto was chosen following consultation with the school council and a children's competition.

Our motto is:

"The little school with a big heart"

Parent Teachers and Friends Association

We are lucky to have a very supportive **P**arent **T**eachers and **F**riends **A**ssociation which arranges events throughout the year. The PTFA committee, elected annually, work together with teachers to plan events and raise vital funds for extra equipment and facilities for the children. Recently the tireless work of the **PTFA** has enabled us to purchase sports equipment and Forest Schools equipment enabling the school to continue to deliver an engaging and creative curriculum.

They also organise social events for both children and parents to enjoy; some of the events organised this year include:

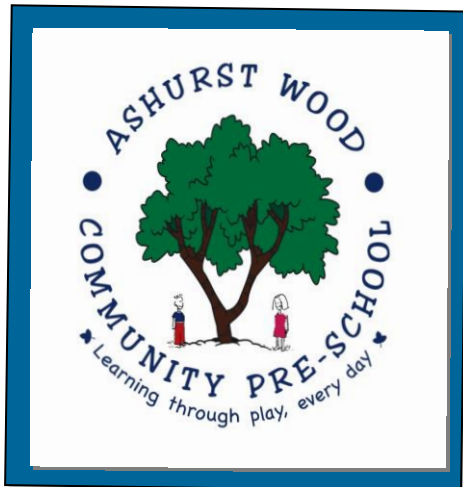
- Scarecrow Festival
- Christmas Pantomime
- Christmas Fair
- Traditional May Fair
- Charity Fund Raising Events
- Easter Egg Hunt
- Ashstock Village Event
- Big Bubble Celebration
- School Discos
- Film Clubs



Community

Ashurst Wood Village

Ashurst Wood is a village and civil parish in the Mid Sussex District of West Sussex. It is 1 mile (1.6 km) to the southeast of East Grinstead just off the A22 arterial road, and sits within the High Weald area of natural beauty. In 2000, Ashurst Wood Parish and a parish council was formed. The village has a history of agriculture and farming, and contains a church, village hall, primary school, two public houses, a general shop, Post Office and several small business premises. Bus routes run through the village with destinations to East Grinstead, Crawley, Tunbridge Wells and Uckfield.



Ashurst Wood Community Pre-School

The Pre-School is based on the grounds of Ashurst Wood Primary School. This means the children are already familiar with "Big School" and regularly play in the playground and hall; they are able to make friends with many of the children who will be in their Reception class. The Pre-School's own resources are extensive, and relationships between both school and pre-school organisations are very close with the Pre-School being included in many aspects of the school life.

St Dunstan's Church

The school has a strong relationship with St Dunstan's Church. We visit the Church to enhance the curriculum and hold services in the Church at key points in the year. The Reverend also takes assemblies in the school. If you would like to find out more about the Church visit www.frawcechurches.org/

East Grinstead Group of Schools (EGGS)

Ashurst Wood Primary School is part of a thriving community of schools who are committed to raising the achievement of all learners in our community through collaborative networking.



Admissions

In West Sussex all children start Reception full time in September. However, if there are any concerns we can offer a staggered intake process on an individual basis.

Each year, class structures may change due to sizes of individual year groups.

School Organisation 2017/2018

Barn Owls Class	Reception class They have a full time teaching assistant.
Tawny Owls Class	Year one class They have a full time teaching assistant.
Snowy Owls Class	Year two class They have full time teaching assistant.
Falcon Class	Year three and year four class They have a part time teaching assistant.
Kestrel Class	Year four and year five class. They have part time teaching assistant.
Eagle Class	Year six class No teaching assistant (class of 12). Plus afternoon teaching assistant who goes where necessary.

Staff

Mrs Lisa Hobby	Headteacher and Inclusion Manager
Mrs Laura Dobson	Deputy Headteacher
Ms Sarah Hook	Class Teacher
Mr Andrew Goff	Class Teacher
Mrs Louise Newman	Class Teacher
Mrs Gemma Blake-Hatton	Class Teacher
Ms Caroline Smethurst	Class Teacher

Miss Laura Howard

Class Teacher

Mrs Meena Purba

Class Teacher

Mrs Lynn Beedle

Teaching Assistant

Mrs Anita Apps

Teaching Assistant

Mrs Tracey Mumford

Teaching Assistant

Miss Ellie Bizios

Teaching Assistant

Miss Sally Edwards

Learning Mentor & Teaching Assistant

Mrs Shaida Ali-Hazell

Teaching Assistant

Mrs Nikki Kingett

Forest Schools Leader

Mr Darry Fletcher

Caretaker

Mrs Emma Fish

Office Manager

Ms Debs Hawe

School Business Manager

Mrs Louise Gale

Clerical Assistant

Mrs Carole Sharkey

Clerical Assistant

Mrs Sue Sargent

Mid-day Meals Supervisor

Mrs Teresa Edwards

Mid-day Meals Supervisor



Governing Body

The Governors are a group of volunteers who have an interest in education and schools. All schools must have a governing body the size of which is usually determined by the size of the school. The governing body members are individuals from a variety of backgrounds and experience. It is stipulated that any school governing body must include a member of staff, a number of parents, a number from the community and a number appointed by the Local Authority (LA).

Ashurst Wood has 10 full governors and 2 associate members who are (at the time of printing):

Ed Drury	Chair of Governors & Community Governor
John Durrant	Vice Chair & LA Governor
Lynn Edwards	Co-opted Governor
Lisa Hobby	Headteacher
Nikki Kingett	Staff Governor
Brian Warrener	LA Governor
Matt Baldwin	Parent Governor
Michaela Frost	Parent Governor
Luke Forsyth	Co-opted Governor
Jane Fairbourn	Co-opted Governor
Judith Smith	Co-opted Governor

Our Clerk is **Carol Laing**.

The Governor's job is to:

- Set the school's vision and strategic aims – achieved through agreeing plans and policies, and making creative use of available resources.
- Monitoring and evaluating performance – achieved through visiting the school, evaluating data and Head's reports, asking questions, providing support and challenges, and acting as a 'critical friend'.
- Ensuring the school is accountable to the children and parents it serves and the local community – achieved through regular reporting.

At Ashurst Wood we are lucky to have a committed team who work hard, devoting their energies and time for the benefit of our children. Among other things we attend regular meetings and sub-committee meetings, visit school regularly, meet with staff regularly and produce a termly newsletter. Should the need arise the Governors can be contacted at any time by emailing laing@ashurstwoodprimary.co.uk.

Curriculum

The Early Years Foundation Stage

The EYFS Profile summarises and describes children's attainment at the end of the Early Years Foundation Stage. It is based on on-going observation and assessment in the three prime and four specific areas of learning.

The prime areas of learning:-

Communication and Language

This includes stories and rhymes, role-play to develop speaking, listening and understanding skills.

Physical Development

Using toys and equipment, which develop both gross and fine motor skills.

Personal, Social and Emotional Development

Becoming independent, making friendships, developing self-confidence and self-awareness. Managing feelings and behaviour.

The specific areas of learning:-

Literacy

To develop reading and writing skills.

Mathematics

Counting, number recognition, sorting, matching, weighing, shape recognition and the introduction and use of mathematical language (big/small, more/less, tall/short, heavy/light etc).

Understanding of the World

This incorporates Geography, History, Science, IT, Cultures and Beliefs, often learnt through water and sand play, gardening activities, construction, computers, cookery, play dough, role-play and a whole host of activities related to the class topic.

Expressive Arts and Design

Painting, craft and model work, music, dancing and role-play. Exploring and using media and materials. Being imaginative.

Within the classroom the seven areas of learning are reflected in displays, activities and focus areas. The learning is driven by planned topics and child initiated learning. The classroom has an interactive whiteboard, computers and Internet access. There is a covered outdoor area which is accessible throughout the year and a paved area which is used in good weather. There is a large hall which the class use for P.E., assemblies and lunch.

Within this class the children have daily literacy, phonics and maths input. These sessions increase in time through the year which prepares them for the transition to Key Stage One. The children are observed on a daily basis, which enables us to make judgements about their progress. Each term every child works towards the next step focusing on key areas of learning.



Curriculum

At Ashurst Wood Primary School we believe that learning is the acquisition and application of knowledge, skills, understanding and attitudes that bring about progress.

In KS1 and KS2 we therefore structure our curriculum through topics, as well as discreet subjects. The areas of learning are:

- **English**
- **Mathematics**
- **Science**
- **Physical development, including health and wellbeing**
- **Understanding the arts**
- **Building Learning Power (BLP)**
- **Learning for life – this includes PSHE and SRE**
- **Beliefs and Values**
- **Computing**
- **Historical, geographical and social understanding**
- **Forest Schools**



All our children learn by:

- Understanding, developing and sharing ideas.
- Being able to transfer skills and knowledge appropriately.
- Becoming resourceful - knowing how to work things out and where to go for help.
- Developing self motivation and a desire to discover for themselves.
- Making sense of the world and their place within it.
- Acquiring skills and knowledge that enable them to make progress.
- Using new skills appropriately.
- Being able to work, play and co-operate with others.
- Knowing when to work with others and when to work independently.
- Understanding the need to manage their own behaviour.
- Understanding and using their preferred learning style.
- Being able to adapt to different situations.
- Being able to make connections.
- Enjoying new experiences and challenges.
- Being resilient – accepting that making a mistake is part of the learning process.
- Valuing the contributions made by others.

The curriculum is carefully structured with planned opportunities for children to engage in a range of activities both outdoors and indoors. Work is planned through cross-curricular themes which ensures comprehensive coverage of the national curriculum.

We offer specialist weekly music teaching to children across the school in a variety of classes. This year the children will be learning the violin.

Sex Education is taught in the wider context of personal and social education. Some aspects are integrated into other areas within the National Curriculum, whilst more particular areas are covered in specific teaching sessions. Great care is taken to ensure that sex education is matched to the maturity of the children involved, which may not always correspond with their age.

Assessment and Progress

We assess

the progress of each child each half-term discussing every child's progress in a meeting with the Headteacher, Class Teacher, Teaching Assistant and Inclusion Manager. From this, we put in place any support that is required to reinforce or extend learning. In this way we strive to ensure that each child reaches his or her full potential.

Parents are encouraged

to take an active interest in their children's progress by attending through the year Consultation Evenings. In addition, parents are welcome to discuss their child's progress at any time by making an appointment with the Class Teacher or Headteacher. Parents receive a written report at the end of the year.

Our assessment procedures

identify children of very high academic ability and a programme of clearly differentiated work is planned for them. Outside agencies such as West Sussex Able Pupil Workshops are used to supplement school support, and the local EGGS family group of schools also arrange in-house workshops to meet the needs of gifted children.

Our aim

is to ensure that we meet the needs of all individuals within our school, including any children who experience greater difficulties than others in their age group. These children are offered extra support in their work. Most of the time this occurs within the classroom, but on occasion it may be necessary to teach such children individually or in a small group.



Sometimes children may be identified as having Special Educational Needs. The school follows the SEND Criteria (Special Educational Needs & Disability) set by the LA, and implements the SEN Code of Practice. Children with such difficulties are placed on the school SEN register, which is confidential to teachers and parents. Their progress is closely monitored and reviewed at regular intervals by the Inclusion Manager, the LA Learning Support Teacher and parents. The school is also able to access a range of support agencies in order to support children with specific needs.

For parents of children on the Special Needs Register (SEN) there are also IEP (Individual Educational Plan) Review Meetings that they are invited to attend where a child's specific support and progress is discussed.

Further information on SEND and our local offer is available on the school website.



Food Glorious Food

Break time: All children are offered a snack from a selection of fruit and vegetables after break. The food is provided by the school and comes from an approved West Sussex supplier. Having finished playtime, the children return to their classes where they are able to choose a snack to eat while sitting quietly.

Lunch time: At lunch time children may either bring in a packed lunch or may have a hot school meal. All children in key stage one are entitled to a free school meal. There is no segregation in the seating arrangements and pupils with either choice of meal sit together.

School meals are provided by Chartwells. The meals are prepared off site, then delivered to school and steam cooked - a similar process to using a pressure cooker. This method is designed to ensure the food retains essential nutrients. There are no artificial additives or preservatives in the meals and special dietary requirements can be catered for.

A sample of menus offered:

	Monday	Tuesday	Wednesday	Thursday	Friday
Dish of the Day	Beef Pasta Bolognese	Fisherman's Pie	Roast Chicken with stuffing and Roast Potatoes	Chicken Fajitas	Fish and Chips
Vegetarian Choice	Veggie Mince Shepherd's Pie	Macaroni Cheese	Vegetable Tagine and Rice	Neapolitan Beany Pasta	Vegetable Chilli
Vegetables	Baked Beans	Sliced Carrots	Broccoli	Sweetcorn niblets	Garden Peas
Salad selection	Green salad	Coleslaw	Mixed salad	Mixed Pepper Salad	Cucumber and Tomato salad
Dessert	Chocolate Cookie Fresh Fruit	Chocolate and Mandarin Sponge with Custard Fresh Fruit	Carrot Muffin with Fruit Slices Fresh Fruit	Yoghurt with Apple Dippers Fresh Fruit	Fruity Flapjack Fresh Fruit

Water and milk are offered daily as drinks with the school meals. Meals are ordered either online or by phone and (at the time of writing) cost £2.30 each.

Packed lunches should be brought into school in a labelled lunch box. As a school with 'Healthy Schools Status' we expect and encourage children's lunch boxes to reflect healthy choices. Therefore fizzy drinks, sweets and chocolate bars are **not** to be included.

Free School Meals: Every child in Reception, year 1 and 2 is entitled to a free school meal. If you wish to take up this offer you will need to stipulate that your child is committed to having a hot school lunch every day.

If you are receiving income support or family credit you may be entitled to free school meals. Please contact the school office for help to find out. Your enquiry will of course be handled confidentially. Even if your child is in key stage one, and therefore entitled to a universal free school meal, if you are eligible to claim free school meals please do so as the school will receive additional income which will be utilised to support your child's learning.

Forest Schools Snack Packs: Snacks for the Forest Schools Sessions should be small and healthy. They are **not** a substitute for lunch. Chocolates, cakes, sweets and biscuits should not be included.

Suggested snacks are:

Fruit

Cereal Bars (without chocolate which is sticky and attracts insects!)

Vegetable Crisps

Chopped Vegetable Sticks

Water

Swimming Snacks: The children are allowed to take a piece of **fresh** fruit swimming; if they so wish they can take a piece of the school fruit. The children have a school lunch on their return to school after swimming.



Health and Welfare

Coughs and Sneezes Spread Diseases

If your child is ill, please do **not** send him/her to school:

- it spreads infections to other children and staff
- children who are unwell are unhappy and unsettled – they need to be at home

Your child should **not** come to school if they:

- have a temperature
- are coughing continuously
- have been sick or had diarrhoea (and should not return to school for **48 hours** after the last bout)
- have spots or a rash and have not been seen by a doctor

In the event of your child being ill please inform the school by phoning no later than **9.00am** on the morning of the absence or by contacting the school through the Study Bugs App (link on school website).

Should your child be taken ill at school we will contact you through the emergency contact numbers you have given us. Parents/carers will be expected to collect their children **as soon as possible**. Please remember it is your responsibility to ensure that the school has up to date emergency contact numbers.

We understand that it is hard for working parents/carers but arrangements must be made for sick children.

Medicines: If your child has been prescribed medicine, but is well enough to attend school, please follow the procedures below:

- Ask your GP for a three dose prescription as this will **not** have to be administered during school time.
- In essential cases, a nominated Teaching Assistant will administer medicines. However before we administer any medicine we will ask you to complete an authorisation form which can be obtained from the school office. Please put the medicine in a clearly labelled container complete with clear instructions for administration.

Inhalers: The same rules apply to inhalers, except that children can administer these themselves. Inhalers are kept in the classroom in a named box and taken on any school trips. A record is kept each time a child uses his/her inhaler.

Attendance and Holidays

Miss School Miss Out

We place great importance on regular attendance and encourage our pupils to understand the value of full attendance. Certificates are awarded each term via email to all children who have attended school every day. Children who have not had any absence during a school year are awarded medals and their achievement is celebrated. A detailed Attendance Policy can be found on our website or you can ask for a copy in the school office. The main points are outlined below:

Punctuality

It is important that your child arrives on time.

- The bell for pupils is rung at 8.50am

Frequent Absences

If your child does not attend school regularly:

- They do not know the work
- They will get left behind in their learning
- They begin to feel left out
- They may have to rebuild friendship groups
- They begin to lose confidence in learning

Attendance Expectations

The government states that children are expected to attend at least 95% of school sessions. Schools are no longer able to authorise holidays during term time. Parents should only apply for time off from learning **in exceptional circumstances**. If parents take their children out of school for holidays we have been instructed to enter this in the registers as unauthorised absence.

Parents could be fined a fixed penalty notice of £60 (if paid within 21 days) or £120 (if paid within 28 days) for unauthorised absences or for failing to ensure that their children attend school regularly. This is per parent and per child. There is already provision for the issue of fixed penalty notices in cases of poor attendance; the new regulations have shortened the deadlines for payment.

Authorised Absences

Absences will be authorised when:

A child needs to attend a medical or specialist appointment.
There is a special day for Religious Observation or Exceptional circumstances (e.g. funeral).

Ashurst Wood Primary School Uniform - Girls

Winter Uniform (October half-term to Easter Break)

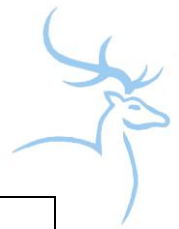


*Royal blue V neck sweater/cardigan	With school logo.
*Tie	Clip on for Years Reception, 1 and 2. Full tie for Years 3, 4, 5 and 6.
Skirts/Pinafore Dresses	Plain grey skirt or pinafore without obvious embellishments. Length should be just above the knee.
Trousers	Plain grey school style. Fashion bootcut or skinny leg trousers are not permitted.
Shirts	White, formal collared shirt, long or short sleeved.
Tights	Plain grey
Socks	Knee length plain grey socks
Shoes	Plain, flat, black lace up or strap styles only.
Boots	Boots/wellingtons may be worn to and from school. Please provide shoes that comply with the uniform policy for wearing indoors.
Hair accessories	Long hair must be tied off the face at all times with discreet royal blue or brown hair bands or elastic ties. Royal blue or pink (to match tie colour) ribbons may be used but other embellishments or adornments are not allowed.
Vests	Plain white vests or T-shirts without embellishments or logos may be worn under shirts in extremely cold weather.

Summer Uniform (Summer Term)

*Royal blue V neck sweater/cardigan	With school logo.
Dresses	Pink gingham summer dress without obvious embellishments or trimmings.
Socks	White ankle or white knee length socks. Trainer socks are not permitted.
Shoes	As for Winter. Plain black, navy or white sandals may also be worn. Crocs or Jellies are not allowed.
Hair accessories	As for winter. A pink gingham scrunchie may be worn when the gingham summer dress is worn.

*All items marked with an asterisk **must** be bought through the online website www.schoolwearforless.com and following the "FIND YOUR SCHOOL" link. **The School Tie can only be purchased from the School Office.**



Ashurst Wood Primary School Uniform List – Boys
Winter Uniform (October half-term to Easter Break)

*Royal blue V neck sweater	With school logo
*Tie	Clip on for Years Reception, 1 and 2. Full tie for Years 3, 4, 5 and 6.
Trousers	Plain grey school style. Fashion patch or cargo pockets are not allowed
Shirts	White, formal collared shirt, long or short sleeved.
Socks	Plain grey knee or ankle socks. Trainer socks are not allowed.
Shoes	Plain, black lace up or velcro styles only. Trainer styles are not allowed.
Boots	Boots/wellingtons may be worn to and from school. Please provide shoes that comply with the uniform policy for wearing indoors.
Hair accessories	Long hair must be tied off the face at all times with discreet royal blue or brown hair bands or elastic ties. Extreme hairstyles and dyed hair are not allowed.
Vests	Plain white vests or T-shirts without embellishments or logos may be worn under shirts in extremely cold weather.

Summer Uniform (Summer Term)

*Royal blue V neck sweater	With school logo
Shorts	Plain grey without patch or cargo pockets.
*Tie	Ties may be removed in the Summer with teacher's permission.
Shirts	White, formal collared shirt with short sleeves.
Socks	Grey ankle or knee length socks. Trainer socks are not permitted.
Shoes	As for Winter. Plain black or navy sandals may also be worn. Crocs or Jellies are not allowed.
Hair accessories	As for winter.

*All items marked with an asterisk must be bought through the online website www.schoolwearforless.com and following the "FIND YOUR SCHOOL" link. **The School Tie can only be purchased from the School Office.**



Boys PE Kit

*T – Shirt	Royal Blue with school logo
*Shorts	Plain black football style shorts – no logos
Plimsolls/Trainers	Black plimsolls or plain white or black trainers without logos or embellishments, Trainers must have non-marking soles.
*Hoodie	Royal Blue with school logo. <i>This is an optional item but must be purchased through the online website.</i>
Jog Pants	Plain Black with no embellishments or logos

Girls PE Kit

*T - Shirt	Royal Blue with school logo
Shorts	Plain black shorts – no logos. (Football or cycling shorts are acceptable)
Plimsolls/Trainers	Plain black or white trainers or plimsolls without logos or embellishments, Trainers must have non-marking soles.
*Hoodie	Royal Blue with school logo. <i>This is an optional item but must be purchased through the online website.</i>
Jog Pants	Plain Black with no embellishments or logos

Book Bags:

*Royal blue bags with the school logo (compulsory for Year R, Year 1 and Year 2 children).

PE Bags:

A named drawstring bag no larger than 40cm x 40cm must be provided. There is no requirement to have school colours. There is a PE bag with school logo available on the online website.

Jewellery and Personal Adornment

Jewellery is not allowed.

If ears have been pierced one small pair of studs is allowed. These must be removed or taped over for PE or swimming.

Slim discreet wristwatches may be worn by children in KS 2 only. Novelty watches are not allowed. All watches must be removed for PE.

If a Medi Alert pendant or bracelet has been recommended for your child please discuss with the school.

Nail varnish is not permitted.

Tattoos, temporary or otherwise are not permitted.



CLOTHING REQUIREMENTS FOR FOREST SCHOOLS

Winter	Summer
Vest or T Shirt Long Sleeved Top Hooded Top/Fleece or Thick Jumper Waterproof Jacket Thick Socks <i>(thermal or two pairs of thin ones)</i> Trousers Waterproof Trousers Wellington Boots or Walking Boots Hat, Gloves and Scarf	Long Sleeved T Shirt or Top Light Trousers <i>(arms & legs must be covered in the woodland – NO shorts please)</i> Socks Wellington Boots or Walking Boots <i>(sandals and flip-flops are NOT suitable)</i> Sunhat Sunglasses (if required) <i>Participants are also responsible for providing their own insect repellent and sunscreen</i>

Waterproofs – Royal Blue Waterproofs (Jacket and Trouser set) can be purchased through the school office or via schoolwearforless.com, although this is optional. There is no requirement to have school colours.





Frequently Asked Questions

Do I have to buy all school uniform from the school uniform online website?

No, the only items that must be purchased through the school uniform online website are the school jumper/cardigan, PE Kit, Book Bags (KS1) and School Hoodie (optional). The school tie must be purchased from the school. All other items of uniform can be purchased from retailers of your choice.

Will the online website supply only the compulsory school items?

No, a full range of school uniform is available for you to browse and order, including trousers, skirts, shorts, summer dresses, pinafores, shirts and blouses; however these items can still be bought from retailers of your choice.

Do the girls have to wear dresses in the summer?

Yes, the girls have to wear the dresses in the summer term.

Does the school make a profit on the sale of school uniform?

The school will not make a profit on the sale of uniform.

Where can I find a copy of the school uniform policy?

Paper copies are available from the school office, detailed in the prospectus and on the school website.

How do I order school uniform?

Schoolwear For Less, provides an online system for parents to order our school uniform directly. This can be accessed by visiting www.schoolwearforless.com and following the "FIND YOUR SCHOOL" link. As stated above, the school tie must be purchased through the school.

There are now three options available for you to order your child's school uniform.

1. Order and pay for your uniform online by credit or debit card.
2. Order your uniform online, print off the order form and post with a cheque directly to Schoolwear For Less.
3. Collect an order form from school, complete and post with a cheque directly to Schoolwear For Less.

What does 'plain' mean in the policy?

The definition of plain in the policy is "no fashion embellishments, no contrasting colours, stripes or markings, no advertisements or brand logos". This helps to ensure that we minimise competition between the children in terms of the clothes that they wear.

What help will be available for my child to tie their school tie?

Younger children will have the option of a clip - on tie. Children will also be given the opportunity to practice at school and staff will be available to assist the younger children. The following website also provides useful guidance on half windsor tie knots [http ://www.tie-a-tie.net/halfwindsor.html](http://www.tie-a-tie.net/halfwindsor.html). We will strongly encourage children to slide the knot of their tie down rather than untie it completely when getting undressed.

Can my child wear earrings to school if they have just been pierced?

One pair of small stud earrings is permitted but must be removed or taped over for PE or swimming.

Can my child wear their Hoody to School?

No, the hoody is for PE sessions or occasions when the school feels the hoody is necessary (you will be informed about these occasions).

Clubs and the Wider Curriculum

We offer a wide range of clubs which vary each term and are run before or after school as well as at lunch times.

In the last year we have offered:

- Football
- Netball
- Tennis coaching (£4.50 a session)
- Karate/Kick Boxing (£3/£4 a session)
- Kicks Dance Club (£45.00 for the term)
- Film Club (£2.00 per film including popcorn and a drink)
- Athletics
- Team Games
- Gymnastics (£4.50 per session)
- French (£30 per term)

All children are encouraged to learn a musical instrument. Specialist teaching is provided in some year groups and parents can pay for their children to learn an instrument through the County's music teachers. We currently have children learning the guitar, cello, ukulele, violin and also singing.

Clubs are often over-subscribed and places are offered on a first come first served basis. We may run a club for half a term and then in the following half term for a new set of children if the interest is sufficient. Suitable arrangements must be made for the safe collection of children. For sporting activities, the appropriate kit **must** be worn.

Educational Outings

Educational outings are a vital component of learning through first-hand experience. Trips are linked to the topic being studied and we often use village facilities, such as St Dunstan's Church. These local outings are free. You will be asked to sign a consent form giving permission to visit places on foot, when your child starts school.



Visits further afield require parental help with transport to keep the cost to a minimum. We offer many sporting opportunities and these rely heavily on parental support.

For trips which involve a coach and entry cost we ask parents for a voluntary financial contribution. No child will be treated differently whether or not parents have made contributions. However, it must be stressed that we will not be able to proceed with some activities if there is insufficient financial support. Trips involving transport require a consent form on an individual basis. If we do not have your consent we will **not** take your child out of school.

Teachers plan trips to enhance children's learning experiences. When trips are planned the safety of the children is paramount. The teachers complete a risk assessment and visit the destination in advance of the trip. The Headteacher will not agree a proposed trip unless fully satisfied that the trip is, in every way safe, a well planned and well supervised venture. Children are insured for all trips out of school by coach, bus and train.

In year five/six we offer a residential trip to a PGL site (the trip runs alternate years). We are permitted under the Education Reform Act 1988 to charge for board and lodgings: however we need adequate voluntary parental contributions for travel and additional activities when a residential trip is held mainly in school hours.



From time to time we may also request that parents make a contribution towards the cost of consumable goods, for example cookery, models requiring batteries etc.

Behaviour

Excellent behaviour is extremely important to us. All staff, both teaching and non-teaching, closely follow an agreed approach. We actively seek out good behaviour praising and encouraging children at every opportunity.



As a small community, we ensure that all children understand the rules and boundaries within the school and place high expectations appropriate to their age and stage of development. We establish and build upon mutual respect, good manners, tolerance, fairness and consideration of the needs of all members of our community.

The school has a set of 'Rainbow' rules displayed in each classroom:

- Do as asked
- Let others work
- Sit properly and listen
- Use kind language
- Walk sensibly
- Keep hands, feet and objects to yourself
- Put your hand up if you want to say something
- Include others in your games

Bad behaviour rarely occurs but when it does we employ a variety of strategies. If unacceptable behaviour persists then parents are informed and invited to discuss the problem with the Class Teacher and Headteacher. We will work together at all times to resolve the situation.

Bullying: verbal or physical abuse by an individual or group is **NEVER** tolerated. Children are encouraged to use a variety of ways to inform adults if they have a problem with another child. For further information please refer to Anti-Bullying and Behaviour Policies on the school website.

Safeguarding

Keeping pupils and staff safe is the paramount responsibility of the school. All staff and regular visitors to school have to be DBS (formerly CRB) checked before they work alongside your child. Sports coaches, musicians and other experts invited to work in school have their DBS record checked.

Our Internet access is filtered through a protected system and we observe children working to ensure they use only appropriate sites and materials. For further information please refer the Safeguarding Policy on the school website.

Complaints

Occasionally a parent or member of the public may have a complaint or concern about the school. We aim to deal with any such occurrence openly, fairly, promptly and without prejudice. Our **Complaints Policy** details in full how we handle complaints and is available from the school office or on the website. In brief we adopt a staged approach and try to resolve all cases informally at school level. If you have a concern or complaint please speak to your child's teacher or the Headteacher as soon as possible.

A brief overview of the procedure we follow for dealing with all complaints is as follows:

Informal Stages:

1. Speak to the relevant teacher
2. Speak to Senior Member of Staff

Formal Stages:

3. Speak to the Headteacher
4. Refer formally, in writing, to the Chair of Governors. Governors will convene a panel to hear a complaint
5. Refer to the Local Government Ombudsman or the Secretary of State

Partnership with Parents/Carers

We regard our partnership with parents and carers as crucial and the key to this is good communication. Listed below are many of the ways in which we endeavour to share information and build good relationships with our parents, most important is our 'Open Door' Policy.

The school welcomes parents into school at the end of each day to ask quick questions or share small concerns. The doors are open until 3.30pm. If you have a query or something you wish to discuss, teachers are normally available although occasionally an appointment might be necessary. Larger concerns will require an appointment (anything over 5 minutes). Similarly the Headteacher is always willing to meet with parents at a mutually convenient time.

Open Door Policy: explained above.

Consultation Evenings: held three times a year in order that parents can discuss their child's progress with the teacher, by appointment.

Open Days/Evenings: an opportunity for parents to look at their child's work and to look around the school at work going on in other classrooms

Reports: a formal written report, sent to parents at the end of the year, detailing the child's progress thus far and outlining targets for the future.

Reading Diaries: a book in which both KS1 parents and teachers can communicate about a child's reading and reading books.

Newsletters: sent via e-mail detailing important information and current news.

Parent Workshops: opportunities for parents to learn about a specific area of learning (sometimes with their child in the classroom)

Parent Information Leaflets: outline how we teach core skills in school so that parents are more confident in / feel able to support their children at home.

Annual Parent Questionnaire: an opportunity for parents to voice their opinions and views about the school.

PTFA and Social Events: opportunities to meet other parents, make friends and support the school.

Parent Partnership: Elected members meet 6 times a year.

A Message from our Chair of Governors

Dear Parents

Thank you for showing an interest in Ashurst Wood Primary School.

We are a small rural school, and our parents and children often say how much they appreciate the friendly, caring atmosphere here. We all place a priority on valuing each child, developing individual talent and enterprise, and making sure everyone can make a successful contribution to the life of the school.

With that ethos of care for the individual we combine a forward-looking curriculum, with an emphasis on the skills and knowledge required in preparation for the next stage in each child's education. We make sure that we include features which motivate and enthuse every child, and our children often say how they enjoy their lessons.

Needless to say, we could not achieve any of these things without the hard work and dedication of our highly skilled teaching and non-teaching staff team, and it is a privilege to work with them and to observe their success.

We are fortunate to have a most supportive parent body, and our Parent Teacher Friends Association (PTFA) are tireless in their organisation of enjoyable events which raise funds for the school and help to bring our community together.

Finally, I can safely say that we, the governors at the school, feel privileged to be able to play our part in the school's success. We all sense and cherish the huge potential which is there in all our children, and we are glad we can make a contribution to their development. We are all delighted to be able to share in the friendly, caring atmosphere which makes the school such a pleasure to be in.

Please do come and see us. Visits can be arranged by telephoning the School Secretary, and more information about the school is available on our website. We look forward to sharing our school with you.

Yours sincerely

Ed Drury

Ed Drury (Chair of Governors)

