



# Ashbridge

INDEPENDENT SCHOOL & NURSERY

## School Welcome Pack

Thank you for choosing Ashbridge School for your child. Together, we have a wonderful opportunity to make sure they receive the best possible education, develop their individual talents and strengths, and encourage positive attitudes to learning - important both now and in the future.

Like you, we want your child to be happy here, settle quickly and achieve all they are capable of. To support this, we have produced this *Welcome Pack* which provides details about Ashbridge life, organisation and general practices. We hope that you find this information helpful. Further details can be found on our website, including important policies and procedures, current inspection reports and regularly updated information. [www.ashbridgeschool.co.uk](http://www.ashbridgeschool.co.uk).

Whilst these details are relevant to all our pupils, please contact me if you wish to discuss any aspect relating to your individual child. The details in the pack are in addition to school conditions and regulations received at the time of enrolment.

The school is a member of IAPS, the Independent Association of Preparatory Schools. Further details and information about this prestigious organisation can be found at [www.iaps.org.uk](http://www.iaps.org.uk).

As you have seen, Ashbridge offers an exciting and first class education and I am confident your child will both enjoy the learning experiences and achieve academic success.

Karen Mehta  
Headteacher

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## AIMS AND VALUES

Our Aim is to offer a top quality education to all the children in our care.

### **Aspiration, Attitude, Achievement**

#### **Ashbridge children will be:**

- High academic achievers.
- Unique, respectful, self assured individuals.
- Skilled, independent and eager for challenge.
- Confident, self motivated life long learners.

#### **Every child at Ashbridge will achieve success through experiencing:**

- The highest standards of teaching.
- A challenging curriculum tailored to the individual's needs.
- The dedication and expertise of a highly effective and specialist team.
- Positive attitudes and consistent moral values.
- Continuity of excellent care and education from birth to eleven years.
- An inspirational outdoor environment providing unique learning opportunities.

#### **We will:**

- Ensure that children enjoy their time at school, are happy, motivated and develop a positive attitude to learning
- Maintain high expectations and achieve high standards in all aspects of school life and learning
- Offer a curriculum that is relevant, challenging, interesting and accessible to all children
- Create an environment that enables children to develop talents, strengths, interests and enriches their own experiences of the world
- Provide a secure, supportive, purposeful environment in which children develop their sense of identity and positive self esteem
- Promote understanding, tolerance and celebration of all cultures within our society and the wider world
- Develop positive links between parents, children, staff and the local and wider community in order to support children's learning.

## COMMUNICATION SYSTEMS

Effective two way communication between home and school is very important and we have many systems in place to support this. Parents are welcomed in and may have daily contact with the team / teachers at the start and end of each day. The vast majority of written communication is through email. **Please ensure we have the correct email addresses and that you check your emails several times a week.**

Our School Newsletter is issued by email and as a paper copy each Friday and as well as celebrating the work of our pupils, it keeps everyone informed about Ashbridge life, special events and forthcoming activities. Relevant news and dates are also included and we ask that parents read this important publication. Follow us on Twitter and like us on Facebook information and regular updates about school life.

A full Management Meeting is held each term to review and plan school and nursery development and we also work together with parents and carers to plan our development through parent meetings and events.

## JOURNALS / DIARIES / MESSAGES

All pupils have a journal in which messages are passed between home and school and these are checked each day by class teachers. Teachers enter comments here on reading development and may also write other general messages for your information. We welcome your comments in this book and would ask that you also check and sign this daily and ensure pupils take good care of their journal as it serves as an additional record of their reading.

In Reception, Year 1 and Year 2, each pupil also completes a diary each week. This highlights the special areas of work covered and records pupil's responses to their education.

Please note:-

- Any letters, forms, return slips etc should be handed in at Reception desks.
- Messages directly for class teachers may be entered in pupils' journals or emailed.
- Please make sure you check your child's bag daily and respond to messages etc as soon as possible.
- Details of changes to collection arrangements must be given at Reception on arrival or by phone.

## ATTENDANCE AND ABSENCES

Regular attendance for school aged pupils is a statutory requirement and we keep detailed records of authorised and unauthorised absences for the DfE. For pupils of statutory school age, if they are to be absent from school through illness, medical appointments or similar please let us know by emailing Andrea Pratt as far in advance as possible. If you would like to request a holiday for your child in term time please complete an Absence Request Form, available at main Reception and return it to school for approval by the Headteacher.

Please note that whilst we are open from 7:00 am until 6:00 pm each day and pupils of school age may attend before and after school care, the main school day starts promptly at 8:40 am when the pupils line up ready to start their day at 8:45 am, and finishes at 3.45 pm daily. A charge is made for late collection of pupils from After School Care if collected after 6:00 pm. The current rate is £5.00 per 15 minutes and this would be added to your monthly invoice if your child is collected after 6:00 pm.

## ARRIVAL AND DEPARTURE OF PUPILS

For safety and security the following procedures apply:

### Arrival

- Infant pupils should be taken directly to staff in Before School Care where they will be registered. All children must have arrived on the playground or into Before School Care by 8:40 am when the class teacher will collect them to take them to class. Pupils in the Junior school are expected to be increasingly independent and, on leaving parents in Reception or by the Orchard gate, may go into School Care or the playground by themselves.

### Departure

- On leaving the premises, pupils must be signed out by parents/carers with After School Care staff.
- Please note, pupils should always be accompanied when leaving the building and when on the car park to ensure their safety.
- Storage for car seats is available in the main car park areas for your convenience.

The Orchard gatehouse is locked and all parents are issued with their own code to gain entry. It is important that your code remains confidential and is not shared with anyone else. We also request that you do not hold the gate for other people to help us keep the site secure.

Registers are taken by the following:

- Before School Care staff to record the time going into Before School Care.
- Class teachers at 8:45 am and again at 1:30 pm to record attendance during school hours.
- After School Care staff, to record attendance in After School Care.
- Club teachers, to record attendance at extra-curricular clubs and activities.

Our registration system for the main part of the school day is a statutory requirement and as such we are required to closely monitor attendance, late arrivals and absence. Pupils' attendance and punctuality is monitored and notable absences, patterns of absence or excessive lateness are followed up by contacting families or the relevant authorities when necessary.

No pupil is allowed to go with any person other than those indicated at enrolment by the parent/carer. If a different person to those approved arrives to collect a pupil, we endeavour to contact the parent/carer but under no circumstances will we release the pupil if we cannot get confirmation from the parent/carer to do so. It is therefore imperative that you contact the school in advance if somebody different is picking up your child and give a pickup password for security purposes.

In the event of a pupil not being collected from school we will endeavour to contact parents and carers as per our Late and Non-Collection Policy. If we cannot contact parents/carers, after one hour Children's Social Care will be contacted and we follow their procedures. Two members of staff will remain on site at all times until suitable arrangements have been made and the pupil has been collected.

Please note that it is absolutely essential to keep us informed of any changes to the information on your child's enrolment form. Data is collected every September but if your details (address, phone number, place of work etc) change in the meantime you must let us know. We are also required, as stated in government guidance, to have both addresses on record for pupils who live in two different households. It is also helpful if we are informed which days the child lives at each household.

## **EMERGENCY CONTACT**

There is someone on site at school from 6:30 am – 6:00 pm every day except weekends and Bank Holidays and contact should be made on the main school telephone line at all times. If there is an emergency that cannot wait until working hours, please contact Director of Operations, Grace Cole on 07970054753 or Director of Compliance, Charlotte Bingham Brindle on 07771591600. Please note these numbers should be used in emergencies only.

## **MEDICAL SERVICE**

The School Medical Service visits to complete checks on pupils' health and wellbeing. Details of any visits or medical examinations are always sent to you and information and consent forms are issued to parents/carers.

## **DIETARY NEEDS, ALLERGIES OR MEDICAL CONDITIONS**

For pupils with dietary needs, allergies or specific medical conditions we require additional written information and medical confirmation. This is to be completed at the time of enrolment and updated regularly. Please contact the Headteacher for further details and note that additional information regarding how we manage allergies is available on request.

## **MEALS AND SNACKS**

Healthy, no-added sugar meals and snacks are prepared by experienced and qualified staff and most allergies or dietary needs based on medical or religious requirements can be catered for. If a child has any dietary needs, we ask that parents/carers discuss a pupil's needs with a member of the management team at the time of enrolment.

In school, pupils are offered a mid-morning snack of wraps, meats, cheeses, crudités and milk/water and a nutritionally balanced hot lunch. An afternoon savoury snack is offered in After School Care between 4:00 pm and 4:30 pm. In addition to the main meal, a pasta alternative is available daily.

Please note that in line with our policy on providing and maintaining Ashbridge as a sugar-free, healthy School and Nursery, we ask that no food, including cakes and sweets or drinks are brought onto the premises. This also supports our policy on allergies and medical needs and we require your co-operation in this matter.

Water is offered to all pupils at lunch and snack times and pupils also have access to water throughout the day from water fountains based in all classrooms. We encourage pupils to drink water regularly as this helps to improve concentration and is vital for their health and wellbeing.

## **HOMEWORK**

Completion of and participation in homework is of crucial importance, and your partnership in this is essential. All pupils are expected to read at home each evening and more extensively at weekends and during holidays.

Homework is compulsory and records are kept of completion and marks awarded. A homework schedule is issued at the beginning of each year and we ask that you contact your child's teacher for further details. If you or your child ever has any issues regarding the homework set then please speak to the class teacher or Deputy Headteacher, Mr Wood.

## **PERSONAL PRESENTATION**

This is very important and we aim to maintain high standards in this area. We encourage pupils to take a pride in their appearance and ask that you help us by making sure your child is consistently well presented. Hair should be cut in a sensible fashion and tied back if longer than shoulder length. In the interests of safety, jewellery is not permitted except

for simple stud earrings. Watches and basic fitness trackers may be worn with permission. Smartwatches are not permitted.

### **UNIFORM AND BELONGINGS**

Uniform is a condition of attendance in school and a uniform list is enclosed. All items except shoes and trainers must be purchased from our chosen suppliers, Top Marque Uniforms. In the event of uniform being bought from other suppliers you will be asked to replace it. Please ensure that all clothes and belongings are labelled clearly. Whilst we will do all we can to take care of pupils' belongings, we cannot be held responsible for loss or damage, as detailed in our terms and conditions.

Sport and Forest kits need to be in school every day as although PE, Games and Forest Sessions are timetabled, we often take advantage of fine weather for extra exercise and outdoor activities. Kits need to be taken home regularly for washing and checking.

To ensure items of clothing and belongings are cared for in school we ask that you make sure your child cares for their own belongings and remembers to take their book bag and coat home each day.

All uniform items should be taken home at the end of each term. There is a central Lost Property Box in the main school hall and all misplaced items will be placed in there for parents to check.

No medication or non-prescription items may be brought into school, unless permission is granted in line with our medication, sickness and accidents policy. We provide paracetamol suspension, ibuprofen suspension, anti-histamine, sun cream and plasters should they be required and a consent form for this is enclosed.

### **SCHOOL PHOTOGRAPHS**

Individual and class/group photographs are taken during the Autumn and Summer terms and details are sent out at these times. Photographs for promotional materials and publicity are only taken and used with your consent, which was given on the enrolment form.

### **EDUCATIONAL VISITS AND EVENTS**

In line with our aims and policies we take the pupils out on many visits and you will be informed of these in advance. In addition to your consent for such visits requested through the enrolment form, additional authorisation should be given by completing the form enclosed. In the case of residential trips or those with additional risk separate parental permission will be requested. A comprehensive Educational Visits Policy and risk assessments ensure the safety and wellbeing of pupils on visits and a full copy of these details are available to you on request.

We also arrange for special events and visits to take place to enhance pupils' learning and information regarding such visits or events, are announced through the weekly newsletter and by letter or email.

Should you not wish for your child to take part in a particular visit or event, please speak to your child's class teacher in advance so alternative arrangements can be made for your child if necessary.

### **MOBILE PHONE USE ON PREMISES BY CUSTOMERS AND VISITORS**

All parents/carers and visitors are made aware that for pupils' safety that the use of mobile phones whilst on the school and nursery premises is prohibited. Signage is placed in all prominent areas to this effect. In the event of you needing to use a phone on the premises, please use one of our Mobile Phone Zones located in each Reception area.



Parents/carers and visitors are not permitted to use any recording device or camera, including those on a mobile phone on the premises without prior consent from the Senior Management Team. During special events and performances, photographs may be taken by parents/carers for personal use only. If sharing photographs and videos on social media please ensure you have strong privacy settings and avoid posting pictures including other children in order to respect other pupils' privacy.

## **FEES AND PAYMENT**

### **CURRENT SCHOOL FEE SCHEDULE: SEPTEMBER 2020 – AUGUST 221**

<p><b>SCHOOL</b></p> <p>Infant and Junior</p>	<p>Inclusive of:</p> <ul style="list-style-type: none"> <li>• Before and After School care 7:00 – 8:45 and 15:45 – 18:00</li> <li>• all meals and snacks</li> <li>• non-prescription medication</li> </ul>	<p><b>Annual Fees £9555</b></p> <p>Termly £3185</p> <p>Paid monthly by Direct Debit £796.25</p>
<p><b>Holiday Care</b></p> <p>Full day 7:00 - 18:00</p>	<p>Inclusive of:</p> <ul style="list-style-type: none"> <li>• all meals and snacks</li> <li>• non-prescription medication</li> <li>• trips and visits</li> </ul>	<p><b>£33 per day</b></p>

## **ACCOUNTS, FEE ADMINISTRATION and FUNDING**

Fees and payments are managed by our bursars who are based at our Ashbridge on Ribble site and can be contacted on 01772 561186 or via email on [bursar@ashbridgeschool.co.uk](mailto:bursar@ashbridgeschool.co.uk).

All fees, payable monthly in advance, are collected by Direct Debit on the 1<sup>st</sup> of the month. They are reviewed annually in the autumn term each year by the Senior Management Team. Any changes to fee rates are communicated to customers in writing well in advance. Further details regarding fee payment and notice period are included in the Regulations, Terms and Conditions.

### **Funding towards childcare costs:**

As a universal funding offer towards childcare costs, once a child becomes three years old until the term after they turn five years old, the Government provides for 15 hours of funding towards childcare per week for all children. On enrolment, we request that a parental agreement be signed in order for us to claim this universal funding on your behalf. Many customers may also be eligible for additional Government funding of 30 hours towards childcare costs and details of eligibility can be found [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk).

We advise that customers check their eligibility for additional funding on the childcare choices website and contact us for further details of ways in which funding can be used as contribution to your childcare fees with us. Please note that our admissions policy and certain Government conditions of use apply. If you are eligible for 30 hours of funding, information about how this reduces your fee payments is available from the management team or accounts team.

## **CHILDCARE VOUCHERS AND TAX-FREE CHILDCARE**

In addition, we also accept and are registered with a wide range of childcare vouchers and the tax-free childcare scheme which can be used as part payment towards fees.

Customers who choose to pay for part of their child’s school fees with a childcare voucher or tax-free childcare need to be aware that we can only credit a child’s account when our bank is credited and not when the vouchers have been handed in or a deduction made from your salary. Until such time as the payment is credited to the company account, fees remain outstanding. When this is the case, customers need to contact their voucher of funding provider to identify why the funds have not been credited. In our experience there have been instances where vouchers have been cancelled, lost or credited to the incorrect person and your vigilance in checking this is advised. When the amount of the voucher received does not cover the fee then payment is taken by direct debit.

If you do experience any difficulty with payment of fees, we ask that you contact our accounts department well in advance to avoid any necessary action being taken. Late payments are a breach of the contract signed at enrolment and in the event of late or non-payment of fees, the company reserve the right to follow procedures and ultimately exclude a child from school.

### **SENIOR MANAGEMENT TEAM**

Ashbridge Senior Management Team consists of the Directors; Sarah and Stuart Carr, the Headteacher and key personnel across the school. The team has extensive experience and expertise and can be contacted by phone or by email using the details below. To contact Sarah and/or Stuart Carr please email [school@ashbridgeschool.co.uk](mailto:school@ashbridgeschool.co.uk) or call 01772 619900.

<b>Name</b>	<b>Job title</b>	<b>Qualification</b>	<b>Email address</b>
Mrs Karen Mehta	Headteacher	B.Ed (Hons) NPQH	head @ashbridgeschool.co.uk
Mrs Hilary Sharples	Director of Quality	Certificate of Education	hilary.sharples @ashbridgeschool.co.uk
Mrs Grace Cole	Director of Operations	BSc (Hons) MRICS, NVQ 3 Childcare	grace.cole @ashbridgeschool.co.uk
Dr Alice Turner	Director of Quality of Care	BSc MBChB (Medicine)	dr.alice.turner @ashbridgeschool.co.uk
Mrs Charlotte Bingham Brindle	Director of Compliance	BSc (Hons) PGCE QTS	charlotte.binghambrindle @ashbridgeschool.co.uk
Mrs Nazma Ahmed	Director of HR and Nursery Operations	Bsc (Hons) Assoc CIPD	nazma.ahmed @ashbridgeschool.co.uk
Mr Arthur Wood	Deputy Headteacher	BA (Hons) QTS	mr.wood @ashbridgeschool.co.uk
Mrs Andrea Pratt	Front of House Manager	NVQ 3 Childcare	andrea.pratt @ashbridgeschool.co.uk
Mrs Ruth Thompson	Operations Manager	BTech Early Years	ruth.thompson @ashbridgeschool.co.uk

## SCHOOL STAFF

Name	Qualification	Job Title
<b>INFANT TEAM</b>		
Miss Hannah Seaton	BA (Hons) QTS	Reception Class Teacher
Miss Caroline Bird	BA (Hons) QTS, MA	Year 1 Class Teacher and school SENCO
Miss Grace Hawthornthwaite	BA (Hons), QTS	Year 2 Class Teacher
Miss Vicky Fyles	NNEB	Teaching Assistant, Before and After School Care and Holiday Care
Miss Vanessa Roskell	HLTA	Teaching Assistant
Mrs Sian Hartley	Training	Teaching Assistant and Reading Champion
<b>JUNIOR TEAM</b>		
Mrs Adele Palmer	BSc(Hons) QTS	Year 3 Class Teacher
Mrs Nicola Livesey	Ba (Hons) QTS	Year 4 Class Teacher
Mrs Deborah Allen	BA (Hons), MA, PGCE QTS	Year 5 Class Teacher and Junior French Teacher
Mr John Boden	BA (Hons) QTS	Year 6 Class Teacher
<b>WHOLE SCHOOL</b>		
Mr Lloyd Paton	BA (Hons)	PE and Sports Coach
Mrs Karen Ward	LTCL Music Education	Music Teacher
Mr Bob Nicholson	Certificate of Education	Horticultural Manager
Mr Jim Askam	Experienced musician, director of BMA Music	Drum Teacher
Miss Harriet Doran	BA (Hons) Music	Strings and piano teacher
Mrs Pam Hampton	BSc (Hons) LVCM	Keyboard and singing teacher
Mr Pete Smith	Diploma Performing Arts	Guitar teacher
Mrs Diana Hunter	L2 Childcare	Before and After School Care Co-ordinator
<b>ACCOUNTS</b>		
Erica Isaac-Clegg	BSc (Hons), certified accountant	Business and Finance Manager
Karen Conroy	Experienced finance administrator	Bursar
Janette Corrigan	Experienced finance administrator	Bursar
Amy Thorogood	Apprentice	Apprentice Accounts Assistant

## THE SCHOOL DAY, TEACHING, ORGANISATION AND CURRICULUM

The school year is divided into three terms, Autumn, Spring and Summer. We operate an extended school day which enables us to offer our extensive curriculum. School hours are from 8:40 am – 3:45 pm Monday to Friday. Before School Care operates from 7:00 am each day. After School Care commences immediately after school finishes at 3:45 pm and runs until 6:00 pm. A large number of extra-curricular clubs are on offer after school; please see the clubs booklet for more detail.

## **STANDARDS AND RESULTS**

High standards of teaching and learning are the basis for our success and our curriculum is challenging. Our pupils consistently achieve excellent results which are significantly above both the national and local average in all areas and are regularly assessed to monitor progress. Parents are kept informed of individual progress and attainment through regular meetings and reports. See the section on Assessment and Reports that follows for further details.

## **INSPECTION**

As an independent school and nursery we are regularly inspected by the Independent Schools Inspectorate (ISI). In our combined inspection at Lindle Lane in June 2013, we were judged as 'Excellent', the highest grade, in all areas. In addition, in June 2017 when inspectors visited for a compliance inspection we were graded 'Outstanding' in all areas in the EYFS and fully compliant with all ISS regulations across school and nursery.

## **KEY PERSON SYSTEM**

Ashbridge operates a key person system throughout the EYFS as we believe that developing strong relationships and ensuring each child has the opportunity to develop an attachment is imperative if we are to ensure safety, security and emotional wellbeing for children, parents and members of the team.

In Reception class, a pupil's key person is the Reception Class Teacher. Care is taken to ensure bonds are established quickly and the key person is responsible for meeting all the care and learning needs of their key children.

These can include but are not limited to:

- Providing support and care for the pupil and being the main point of contact for the pupil's family
- Teaching and observing the pupil throughout all aspects of their day in both informal and formal situations
- Recording observations and identifying the learning in relation to the EYFS
- Using information from all observations to plan for the needs and interests of each pupil
- Maintaining a pupil's profile and development records
- Providing suitable equipment and activities
- Offering interesting and challenging experiences
- Helping with toileting
- Passing on of information

## **CURRICULUM**

All pupils have full access to a wide variety of subjects. These include the core subjects; Mathematics, English, Science, and Computing as well as foundation subjects; History, Geography, Art, Music, Physical Education, Design and Technology, Religious Education, Forest Sessions and Horticulture. The pupils' personal development is also catered for through a strong Personal Development Programme and many enrichment opportunities. Our curriculum is creative and links are made between subjects to enhance pupils' learning and attainment and their application of skills.

In Reception class we take account of government guidelines and requirements for the Early Years Foundation Stage. The Early Years Foundation Stage (EYFS) sets out the learning and development stages for children as they grow from birth to five years. The characteristics of effective learning are playing and explaining, active learning, and creating and thinking critically. There are seven areas of learning, underpinned by the characteristics of effective learning. The first three areas of learning are the prime areas of learning which are particularly important in the first three years of life. These are personal, social and emotional development, physical development, and communication and language development. The following four areas of learning are literacy, mathematics, understanding the world and expressive

arts and design and children within the EYFS have open access to play and learn. Here at Ashbridge our policies ensure all areas are included in our Early Years provision. Pupils benefit from experiences including enjoying the environment, music, trails and treasure hunts, creativity and arts, building dens and shelters, healthy eating, games and physical activity.

We place great value in working closely with parents to support pupils' learning and development and aim to develop practical ways in which learning experiences can be shared between school and home. For further details please refer to the section below regarding profiles and records and for additional information regarding the EYFS stage of development please go to [www.gov.uk/early-years-foundation-stage](http://www.gov.uk/early-years-foundation-stage).

Careful consideration is given to ensure appropriate time is allocated to subjects whilst also maintaining a balanced approach. Pupils are involved in productions and concerts throughout the year which offers opportunities for pupils to showcase their talents. All pupils from Year 2 to Year 6 are entered into external speech and drama examinations.

Children begin learning French in Reception class and are introduced to this language through the use of songs, nursery rhymes and games. Where possible, to make the learning more relevant, teaching of vocabulary is incorporated into daily routines and other areas of the curriculum and teaching continues through the Junior school.

All pupils have regular lessons in PHSE (as part of the Personal Development Programme), and this work underpins many other areas of the curriculum. Sex and Relationships Education is also included within the scheme of work as is P4C, Philosophy 4 Children in Juniors.

Music is an important part of the curriculum and as such is taught by both the class teachers and a specialist Music teacher. Lessons involve Listening, Composing and Performing. Pupils in Juniors all learn to play the keyboard or a brass instrument and lessons are taught by a specialist music teachers. Some pupils in Year 6 are entered for the Trinity Music Grade 1 keyboard examination.

Additionally, our team of peripatetic teachers; Harriet Doran, Pam Hampton, Pete Smith and Jim Askam provide teaching for individual pupils and details can be requested through the Clubs Booklet. Tutors offer lessons in piano, keyboard, violin, singing, guitar and drums.

We have outstanding facilities for PE and Games including a large all-weather pitch which is used by all the pupils, every day. Our Sports Coach, Mr Paton, works with all year groups in PE and Games lessons and runs many extra-curricular sports clubs. From Years 3 to 6, pupils also enjoy swimming lessons as part of their annual PE program and we currently use the pool at a local high school. Pupils are taught by a qualified swimming instructor.

Further details regarding the subjects taught and the curriculum covered are available. Please ask if you wish to see copies of subject policies.

Ashbridge is a non-denominational school. Our beliefs are based on Christian principles and our collective worship and religious education reflects this. As a parent, you have the right to withdraw your child from RE/collective worship and may do so by informing the Headteacher of your wishes in writing.

### **FOREST SESSIONS AND LEARNING OUTSIDE THE CLASSROOM**

Our extensive grounds and well-resourced environments enable us to use the outdoor environment and operate weekly Forest Sessions as part of our Learning Outside the Classroom curriculum. Forest Sessions provide pupils with

the opportunity to learn outside and are led by class teachers, most of whom are all Level 1 qualified. Additionally, Miss Bird and Mr Wood hold Level 3 Forest School qualifications.

The philosophy of Forest Schools is to encourage and inspire individuals of any age through positive outdoor experiences. By delivering this initiative, we aim to develop self-awareness and regulation, motivation, empathy, good social communication skills, independence and a positive mental attitude, along with pupils' self-esteem and confidence.

Throughout school, each pupil enjoys a quality Forest Session each week, where they spend time within one of our wooded areas. These sessions encompass a wide range of experiences including enjoying the environment, music, trails and treasure hunts, creativity and arts, building dens and shelters, using real tools, fire lighting and cooking, healthy eating, games and physical activity.

Through these activities pupils learn how to handle risks, co-operate with others, use their initiative to solve problems, safely use full sized tools and appreciate the beauty of the natural environment.

In addition all have the opportunity to work with our Horticultural Manager, Bob Nicholson, on a weekly basis, and to take part in gardening activities and experiences. Pupils learn to plant and harvest fruit and vegetables in our extensive kitchen garden producing food to eat as part of our wholesome menu.

They engage in activities that develop their understanding of the natural world, local wildlife and the importance of sustainability. Pupils take part in regular lessons out of doors within the gardens, woodland, sheltered outdoor classroom and greenhouse, where opportunities arise for real life learning and where relevant links can be made to enhance the curriculum. Pupils also get the opportunity to visit our donkeys and take care of the rabbits and guinea pigs. Children within the EYFS have open access to play and learn.

## **PROFILES, RECORDS, REPORTS AND ASSESSMENTS**

### **PROFILES**

Enclosed in this pack is an 'All About Me' profile form which is for you and your child to complete together. This includes information about your child's interests and routines as well as a parent/carer profile.

**As this information is highly valued; completion of these forms is a condition of attendance and should be completed before your child starts.** The details on the Parent/Carer Profile help us to get to know your child quickly in order that we may meet their individual needs and build sound relationships. The information is most beneficial if you focus your thoughts on the way you see and feel about your child, their personality and development. We are also interested in your aspirations for their future together with details of your views on their education received so far.

The 'All About Me' profile is for your child to complete with help if needed and forms the basis of your child's baseline assessment and individual learning journey and profile. This serves as an essential record for both ourselves and your child as they move through school. Teachers are happy to discuss your child's progress at any time and records are accessible to you, so please ask if you would like to see them.

## **RECORDS**

We keep many records about your child, their performance and progress. Teachers keep records regarding pupils' progress and attainment. These are developed to become reports on your child which are issued twice a year.

In the EYFS we keep records about each pupil's development and progress, these are known as Learning Journeys and may include developmental milestones, observations and comments, photographs, pieces of work, and the profile forms that you complete. All pupils entering Reception Class will undergo a Baseline Assessment at the beginning and end of the year. This is used as a starting point from which future progress can be effectively tracked.

## **ASSESSMENTS AND REPORTS**

Formal summative assessments are completed as both a baseline at the beginning and end of the Reception year and thereafter annually to determine progress. The Early Years Foundation Stage Profile is also completed during the final term of the Reception year.

In all years there is an assessment schedule which teachers follow. Over the year children are assessed internally in Reading, Writing, Mathematics and Science and these are used to track progress and inform planning. At the end of the year summative assessments in English, Maths and for Years 3-6, Science, are taken. Standardised scores are reported to parents in the July report. Writing is assessed in class five times a year.

Teachers are happy to discuss your child's progress at any time and we hope that you will take every opportunity to view your child's work. There are also formal parent consultation meetings twice a year. In October teachers set and review targets and give a general appraisal of each pupil's performance and attainment and there is a further Parents' Evening in March. In July a full written report is issued which may be followed by a meeting to discuss points raised and ways forward. If you would like further details on any aspect of assessment and reporting please contact the Headteacher.

Records from nursery or previous schools are transferred when your child starts, and we transfer records on to other primary schools or high school when your child moves on.

## **EXTRA CURRICULAR ACTIVITIES AND CLUBS**

A wide range of extra-curricular activities and clubs are available and many classes are taught by specialist teachers and instructors. For details of individual clubs please see the clubs booklet. Clubs generally run between 4:00 pm and 6:00 pm on school days, either in the school halls, pitch or allocated classrooms, with individual instrumental lessons held during the school day.

All club bookings should be made by completing the online form which will be emailed to you, or, if joining the school at any other time than September, a booking form issued with this pack. Most requests for places can be accommodated and once pupils are enrolled in a club they are entered onto the register each term unless we are informed otherwise. Whilst many of our clubs are free of charge, fees for chargeable clubs are collected by Direct Debit along with school fees.

## **BEFORE AND AFTER SCHOOL CARE SERVICE**

As part of our inclusive service, Before and After School Care is available on a flexible basis to all pupils who attend our school department. School Care runs from 7:00 am until 6:00 pm at no additional cost to the school fees. Snacks are provided at set times in School Care.

## SCHOOL HOLIDAYS

A current holiday list is enclosed and is also available on the website. If you wish to take your child out of school in term time, we ask that you please consider the implication on your child's education and discuss this matter with the Headteacher before making arrangements. An absence request form must also be completed when taking a holiday during term time as authorisation is required. Forms are available from Reception and in the Parents' Area of the school website.

## HOLIDAY CARE

This service is available during all school holidays and runs from 7:00 am - 6:00 pm. Information is sent out with booking forms at least three weeks before the start of each holiday period. Our Holiday Care Club is open to children of primary school age and further details are available on the website or from Andrea Pratt.

Please note that once booked, fees for Holiday Care are charged separately to school fees and are collected via direct debit.

## PROCEDURES AND POLICIES

Key policies and procedures including Admissions, Behaviour Management, Exclusion, Special Educational Needs, English as an Additional Language, Curriculum, Safeguarding, Children Missing Education, Anti-Bullying, Health and Safety, First Aid and Complaints, including the number of formal complaints made in the preceding academic year, can be found on the website [www.ashbridgeschool.co.uk](http://www.ashbridgeschool.co.uk). Our Privacy Notice can also be found here and we encourage parents to take time to read it. Copies of all policies are also available on request from reception.

Health and Safety is of upmost importance at Ashbridge. Our aim is to create a safe and healthy environment, and to ensure that our pupils, our employees, parents/carers, visitors and any other persons are not harmed as a result of risks arising from our activities. The school will do everything reasonably practicable to provide a safe, comfortable and caring environment and will ensure that health and welfare requirements are fully considered.

## HOME / SCHOOL PRINCIPLES

The following Home School principles outline the code by which we operate and work together:

### **The school will:**

- Deliver a high standard of education and care.
- Provide a broad and balanced curriculum to meet your child's individual needs.
- Encourage your child to do their best at all times.
- Encourage your child to respect their surroundings and others around them.
- Keep you informed about your child's progress and how you can help at home.
- Keep you informed about what your child's teacher plans to teach each term.

### **The family will:**

- Support the school in the delivery of its aims.
- Make sure their child arrives at school on time, attends school regularly and is properly equipped.
- Make the school aware of any concerns or problems that might affect their child's behaviour, wellbeing or performance.
- Support their child with their homework and home-learning opportunities.
- Attend consultation meetings to discuss their child's progress.
- Support the school by ensuring smart, labelled uniform is worn at all times.



**The child will:**

- Do all their classwork and homework as well as they can.
- Follow the school and classroom rules at all times.
- Take good care of the equipment and buildings.
- Be friendly, helpful and kind.
- Never behave like a bully.

**Together we shall:**

- Have high expectations of our children.
- Praise and reward effort and positive attitudes to learning.
- Encourage good behaviour and discipline in line with the school's behaviour and anti-bullying strategies.
- Support each child's learning to help them achieve their best.

**SUPPORTING AND SHARING LEARNING AT HOME**

In addition to working within these Home/School Principles it is of great benefit to pupils' progress and success from the EYFS through to the end of Year 6 when learning is shared between home and school. Through our procedures of reporting to parents through consultation meetings, daily journals, diaries and our regular newsletters and Twitter accounts we share information with parents on pupils' experiences and learning. In addition, through daily opportunity for communication and dialogue, parents share information on pupils' learning at home and teachers are able to give details of ways in which parents may support their child further. Regular homework and feedback relating to this also gives parents an understanding of expectations and how they may help.

At 'Welcome to Class' meetings in September and other presentations to parents we share information regarding the curriculum and expectations for age ranges and stages of learning. This contributes to parents' understanding and helps to give confidence in ways which they may support their child to progress.

**FIRE SAFETY AND LOCKDOWN PROCEDURES**

The design and structure of our premises and the procedures in place are based upon recommendations by the Lancashire Fire and Rescue Service who inspect our premises and records as required. Detailed Fire Evacuation Procedures are included in our Health and Safety Policy and Fire Risk assessment. Fire Drills are enacted regularly and details are recorded in the Fire Handbook.

Lockdown procedures are in place to protect pupils and staff in the case of an event either in school or in the surrounding areas that requires pupils to stay in set areas of the premises. These procedures are practiced at regular intervals and the Senior Management Team review the procedures regularly.

**MEDICATION, SICKNESS AND ACCIDENTS**

It is not our policy to administer medicines to pupils unless specifically requested to do so by parents. If your child requires medication you must complete and sign either a prescription or non-prescription Medication Form and provide the relevant medication in the original marked container. We make every effort to ensure that the instructions/wishes regarding medication are met whilst also reserving the right to refuse a request if felt necessary. Children must not carry any medication on their person, in classrooms or in bags, with the exception of inhalers for asthma and epipens, and only then, in line with supervision and agreed practices.

Any pupil with vomiting and diarrhoea must not come back to school until a minimum of 48 hours after they have recovered. Other illnesses or conditions may require time off school; please see the Exclusion Period policy or ask a member of staff for details.

If a pupil has a minor accident this will be recorded on an Accident Form which is signed by two members of staff and the parent/carer or person designated by the parent of the pupil on collection. If a pupil receives a 'bump on the head' then, as a further precautionary measure, a letter will be given to the parent/carer or designated person in order that they may closely observe the pupil for any symptoms of concussion.

In the unlikely event of a more serious accident, parents/carers are contacted. In addition to an accident form, an incident report is produced and a copy is made available to the parents concerned. Reports are made to relevant authorities when required

If a pupil becomes sick or sustains an injury whilst in our care we reserve the right to call for emergency assistance and if necessary remove her/him to hospital. Permission for this is requested on the enrolment form.

### **MISSING CHILDREN**

In the extremely unlikely event of a pupil in our care 'going missing', either on or off the premises, we follow the detailed procedures set out in our Missing Child policy. This involves carrying out a search, contacting parents/carers and the Police if necessary and, once the pupil has been found, evaluating why the pupil was able to go missing and putting any extra preventative measures in place if necessary.

### **IMMUNISATION**

We expect, where possible, that pupils are vaccinated in accordance with their age. If pupils are not vaccinated, it is the responsibility of the parents/carers to inform us at the time of enrolment. This is to ensure that pupils / staff / parents are not exposed to any unnecessary risks. The Headteacher must be aware of any pupils who are not vaccinated in accordance with their age or have had additional vaccinations other than the standard childhood schedule.

All parents/carers need to be aware that some pupils who attend our school may not be vaccinated. This may be due to their age, medical reasons or parental choice. We do not discriminate against pupils who have not received their immunisations and will not disclose individual details to other parents. However, we will share the risks of infection if pupils have not had immunisations.

### **HEALTHY AND SAFE**

Through the planned curriculum, we ensure that the issues of healthy eating, physical exercise and safety are taught. There is a strong ethos of wellbeing at the school, with a no-added sugar menu, extensive opportunities for outdoor play and exercise and a Spiritual Trail around the grounds. This aspect is enhanced by the many visitors to school, e.g. police officers and visitors from other agencies, who talk to the pupils about issues such as road safety, online safety safe people etc and in later years, drug awareness.

### **SAFER RECRUITMENT AND SELECTION**

The Headteacher and Senior Management Team ensure that all staff new to the school, including volunteers who work on a regular basis, undertake a stringent vetting procedure in line with government and ISI regulations. This includes checks such as an enhanced DBS check, references and medical fitness checks. Once employed or established as a volunteer, all members of the team adhere to the staff code of conduct, are continually supervised and supported by the Senior Team on an on-going basis.

## **SAFEGUARDING AND CHILD PROTECTION**

Safeguarding our pupils is of prime importance and everyone at Ashbridge is totally committed to this. This is an area in which all staff receive regular training. Here, school and other services for children and families all work together to support the needs of pupils. The full Safeguarding Policy, which includes details of the school's Designated Safeguarding Leads, is available on the website [www.ashbridgeschool.co.uk](http://www.ashbridgeschool.co.uk).

We encourage pupils and parents to talk to us or seek help if they are worried about any issues. If we are concerned about anything regarding a pupil we will talk to parents/carers and may make an 'Observation' record which we would ask parents/carers to sign, unless speaking to the parents is likely to put a child at more risk. If there has been an accident or incident that has occurred at home or outside of school, please notify us when you arrive and the staff member will complete a 'Notified on Arrival' form which you will be asked to sign. Both the 'Notified on Arrival' and 'Observation' Forms include body and face maps for use when necessary. There are times when parent/carers may need some support or advice so that they can help their child. Support may be available from us, the local education authority, social services and other agencies that may also be able to offer assistance.

There may however be occasions when staff have serious concerns and believe that a pupil may be at risk of serious harm. At Ashbridge we follow the procedures, which are laid down by the government and local authority for protecting pupils and details are within the Safeguarding Policy. Whilst we seek parental consent wherever possible, there are occasions in which consent is not needed to share information regarding your child with external agencies.

For pupils transferring to Ashbridge from other schools or nurseries, we will request that any information relating to safeguarding is forwarded on to us from their previous setting. Permission to share information with external agencies and request information from previous settings is requested on the enrolment form.

CCTV is set up in all classrooms, most outdoor areas and some corridors. These images are backed up securely and are used only if absolutely necessary. There are no cameras in toilets.

## **BEHAVIOUR**

In order to keep everyone safe and secure, high standards of behaviour are expected in school. However, as we all know children do not always behave appropriately. Where this is the case it is dealt with sensitively by an adult who gives pupils time to explain what the problem is and helps the issue to be resolved. Pupils are often reminded about our rules and they know that we have them in order for everyone to be happy and keep safe. Full copies of our Behaviour Management Policy and Anti-Bullying Strategy are available on the website.

## **SPECIAL EDUCATIONAL NEEDS**

At Ashbridge School we are committed to the inclusion of all pupils. All pupils have the right to be cared for and educated to achieve the best possible outcomes, to share opportunities and experiences and develop and learn alongside their peers. We provide a high quality, positive and welcoming environment where pupils are supported and educated according to their individual needs.

We recognise that some pupils may have additional needs that may require particular help, intervention and support. These needs may be short-lived for a particular time in the child's life or may require longer-term or lifelong support. At all times we will work alongside each child's parents and with consent from parents, any relevant professionals to share information, identify needs and help the child and their family access the support they need. In accordance with our admissions policy, we will offer a place in school if we feel we can meet a pupil's needs. We do all we can to meet

the needs of a pupil who may have special educational needs (SEN) and/or disabilities and we will strive to make any reasonable and appropriate adjustments required.

Where we believe a pupil who attends may have learning difficulties and/or a disability that has not previously been acknowledged, we will work closely with the pupil's parents and any relevant professionals to establish the pupil's needs and to secure any action that may be required. We recognise that pupils with disabilities may not have SEN but may require reasonable adjustments to be made. Where we have emerging concerns about a pupil and/or where a pupil has identified additional needs or a disability, we will find out as much as possible about the needs of the pupil to consider if we are able to continue to meet them and any support the pupil or family to ensure the pupil makes the best progress in their learning and development.

This applies equally to pupils in EYFS and across school. For further details please see our SEN policy on the school website.

### **COMPLAINTS**

Ashbridge is committed to working closely with parents/carers for the benefit of the pupils and as such we ask that any concerns or complaints are raised with staff. Our Complaints Policy is available on the website. There are clear procedures in place and all complaints will be treated as a priority. The Headteacher will always be happy to meet with you and help resolve any issues.

### **SOCIAL MEDIA AND ONLINE SAFETY GUIDELINES**

As detailed in the Technology and Online Safety Policy available on our website, we ask that if parents have any queries, concerns or complaints about the school these should be raised with us directly and not through social media platforms. We also respectfully ask that you do not have links to our staff through their personal social media accounts. Whilst Technology and Online Safety is continually evolving, as an organisation we aim to empower both adults and pupils with the knowledge to identify online risks. The safe use of technology and the implementation of systems and controls are of great importance in safeguarding pupils. An Acceptable Use Policy is included in this pack; please discuss this sensitively with your child, sign and return to school. Your support in this is vital; for further details please see [nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety](https://nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety) and [www.internetmatters.org](http://www.internetmatters.org).

### **USE OF MEDIA CONTAINING CHILDREN ON SOCIAL MEDIA, NEWSLETTERS AND OTHER PUBLICATIONS**

If you have consented to images and videos of your children being used on social media, in newsletters or in other publications we will share regular updates across our social media and other channels. We never use children's names and only take and share appropriate images. As parents please be aware that once images and videos are shared to social media or other outlets we cannot control the use of them by wider sources.

## UNIFORM LIST



### Boys

#### **Winter (September – Easter)**

School blazer – green with school badge  
School sweater – grey with yellow and green trim  
White long sleeve collared shirt  
School tie – Ashbridge tartan  
Grey shorts or trousers  
Long grey socks with yellow and green trim (if wearing shorts)  
Black shoes  
School coat – green waterproof with school badge  
School knit hat – green with school logo  
Green fleece scarf

#### **Summer (Easter – October half-term)**

School blazer – green with school badge  
School sweater – grey with yellow and green trim  
White short sleeved shirt  
School tie – Ashbridge tartan  
Grey shorts  
Short grey socks  
Black shoes  
School coat – green waterproof with school badge  
School cap – green with school logo

### Girls

#### **Winter (September – Easter)**

School blazer – green with school badge  
School cardigan – grey with yellow and green trim  
White long sleeve collared shirt  
School tie – Ashbridge tartan  
Ashbridge tartan skirt  
Long grey socks or grey tights  
Black shoes  
School coat – green waterproof with school badge  
School knit hat – green with school logo  
Green fleece scarf

#### **Summer (Easter – October half-term)**

School blazer – green with school badge  
School cardigan – grey with yellow and green trim  
White short sleeved revere collar blouse  
School string tie – Ashbridge tartan  
Ashbridge tartan skirt  
Short white socks or white tights (Infants)  
Short or long white socks (Juniors)  
White sandals or black shoes  
School coat – green waterproof with school badge  
School cap – green with school logo

### PE Kit

Navy Falcon tracksuit with school logo  
Navy Falcon t-shirt with school logo and House name  
Navy Falcon PE shorts  
Trainers  
White sports socks  
Black pumps

Navy/green football socks (required for Juniors, optional for Infants)  
School rucksack for PE kit – green with school logo  
Swimming trunks or suit – green or black (Y3-6)  
Swimming hat (provided by school) (Y3-6)  
Base layer with school logo (optional)

### Outdoor Education

Navy coverall with school logo  
Navy waterproof jacket  
Navy waterproof trousers  
Wellington boots  
Drawstring kit bag with school logo for Forest kit

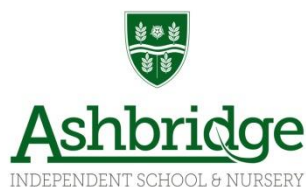
### Other items

School book bag (R – Y4)  
Pencil case (juniors)  
Hair accessories – school colours only

### **In addition to uniform:**

Extra items may be required for clubs or activities, of which parents/carers will be informed when necessary.  
All items of uniform and kit should be **clearly labelled** with the child's name.

All uniform is to be purchased through school suppliers:  
Top Marque, 7a Park Road, Lytham St. Anne's, FY8 1QX, 01253 725246, [www.topmarqueuniforms.com](http://www.topmarqueuniforms.com)



## TERM DATES 2020-2021

### Autumn Term

**Tuesday 1<sup>st</sup> September** – School opens for all pupils

**Wednesday 21<sup>st</sup> October** – School closes for half-term

**Monday 2<sup>nd</sup> November** – School re-opens

**Friday 18<sup>th</sup> December** – School closes for Christmas holiday

### Spring Term

**Monday 4<sup>th</sup> January** – School re-opens

**Friday 12<sup>th</sup> February** – School closes for half-term

**Monday 22<sup>nd</sup> February** – School re-opens

**Friday 26<sup>th</sup> March** – School closes for Easter holiday

### Summer Term

**Monday 12<sup>th</sup> April** – School re-opens

**Monday 3<sup>rd</sup> May** – School closed for May Day Bank Holiday

**Friday 28<sup>th</sup> May** – School closes for half-term

**Monday 7<sup>th</sup> June** – School re-opens

**Thursday 15<sup>th</sup> July** – School closes for Summer holiday

*INSET Days (Pupils not in school) –*

*Friday 29<sup>th</sup> August, Thursday 22<sup>nd</sup> October, Friday 16<sup>th</sup> July*

**FORMS TO BE RETURNED TO SCHOOL**

**Parental Consent Record for Off Premises Activities – SCHOOL DEPARTMENT**

Name.....

Date of Birth .....

Emergency Contact:

Name: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Work Number: \_\_\_\_\_ Home Number: \_\_\_\_\_

Home address: \_\_\_\_\_

Alternative emergency contact:

Name: \_\_\_\_\_ Mobile number: \_\_\_\_\_

Address: \_\_\_\_\_

**Medical information about your child:**

a. Any on-going conditions requiring medical treatment, including medication? Yes/No

If yes, give brief details:

\_\_\_\_\_

b. Outline any special dietary requirements of your child and the type of pain relief medication your child may be given if necessary (see also medication forms).

\_\_\_\_\_

c. Is your son/daughter allergic to any medication? Yes/No

If yes, please specify:

\_\_\_\_\_

d. When did your son/daughter last have a tetanus injection?

\_\_\_\_\_

I/We consent to:-

1) My/Our child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present (see also enrolment form).

2) I/We understand that Ashbridge will inform us of specific details relating to visits prior to them taking place and that the school is responsible for complying with their Educational Visits Policy and Risk Assessment Procedures.

3) I/We confirm that the information given here regarding medical issues is correct and understand that it is my/our responsibility to inform school immediately of any changes.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Full name (capitals): \_\_\_\_\_



# Ashbridge

INDEPENDENT SCHOOL & NURSERY

## HOME / SCHOOL PRINCIPLES

### **The school will:**

- Deliver a high standard of education and care.
- Provide a broad and balanced curriculum to meet your child's individual needs.
- Encourage your child to do their best at all times.
- Encourage your child to respect their surroundings and others around them.
- Keep you informed about your child's progress and how you can help at home.
- Keep you informed about what your child's teacher plans to teach each term.

### **The family will:**

- Support the school in the delivery of its aims.
- Make sure their child arrives at school on time, attends school regularly and is properly equipped.
- Make the school aware of any concerns or problems that might affect their child's behaviour or performance.
- Support their child with their homework and home-learning opportunities.
- Attend Consultation Evenings to discuss their child's progress.
- Support the school by ensuring smart, labelled uniform is worn at all times.

### **The child will:**

- Do all their classwork and homework as well as they can.
- Follow the school and classroom rules at all times.
- Take good care of the equipment and buildings.
- Be friendly, helpful and kind.
- Never behave like a bully.

### **Together we shall:**

- Have high expectations of our children.
- Praise and reward effort and positive attitudes to learning.
- Encourage good behaviour and discipline in line with the school's behaviour and anti-bullying policy.
- Support each child's learning to help them achieve their best.

Signed (family)..... Date.....

Child..... Date .....

Headteacher..... Date .....



**All about Me**  
**(Please complete and return to school)**

<b>My name is:</b>	<b>I was born on:</b>
--------------------	-----------------------

(insert photograph here)

**People who are important to me**

<b>My family</b>	<b>My special friends</b>
------------------	---------------------------

**Other people who are important to me**

(Include the names of family members and ages of siblings)

**Things I would like you to know about me**

**I like**

**I don't like**

**Things I can do**

**My family and I celebrate**

(The cultural and religious events I take part in)

**My favourite toys**

**My favourite rhymes and stories**

**Special things I need**

(dietary requirements, healthcare plan)

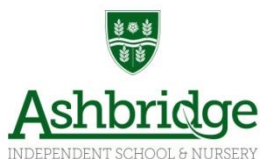
**If I'm upset I...**

(e.g. I rarely cry unless I'm hurt; I don't like to be cuddled if I get upset)

**Parent/ Carer Profile**

**What are your aspirations for their time at Ashbridge and their future?**

Signed (Parent/Guardian \_\_\_\_\_) Date \_\_\_\_\_



## **ACCEPTABLE USE POLICY**

These rules will make sure that your child stays safe when using ICT or going online whilst school. It is important that you discuss the following rules with your child, helping them to understand them and for them to agree to follow the school rules regarding ICT and using the internet.

- ✓ I will be responsible for my behaviour when using ICT and the internet because these rules are to keep me safe.
- ✓ I will only use ICT in school for school work.
- ✓ I will only bring in mobile devices or games consoles when I am given permission.
- ✓ I will only use the internet when a trusted adult is with me.
- ✓ I will not deliberately look for, save or send anything that could be unpleasant or upset others.
- ✓ I will not deliberately look for, or access inappropriate websites.
- ✓ If I accidentally find something that worries or upsets me I will tell my teacher or another member of staff.
- ✓ I will only talk to people online if a trusted adult has approved it.
- ✓ I will not arrange to meet anyone I have met online and will tell my teacher if someone asks to meet up with me.
- ✓ I will make sure I am always responsible, polite and sensible when communicating with adults and other children online.
- ✓ I will not give out any details about myself or other such as my full name, address, phone number etc.
- ✓ I will not tell other people my ICT passwords.
- ✓ I will only open and/or delete my own files.
- ✓ I will only download or install things onto a school computer with permission.
- ✓ I know that my use of ICT can be checked and that my parents/carers can be contacted if there are any concerns about my online safety.
- ✓ I understand that if I don't follow this Acceptable User Policy my teacher may use the behaviour management procedures.

I/We have discussed this acceptable user policy and..... agrees to follow the online safety rules and to support the safe use of ICT at Ashbridge.

Signed:.....(Parent/carers)

Print :.....(Parent/carers)      Date.....

Signed:.....(Child)

Print: .....(Child)      Date.....



# Ashbridge

INDEPENDENT SCHOOL & NURSERY

## MEDICATION FORM

### NON-PRESCRIPTION MEDICATION PERMISSION & RELEASE (TO BE GIVEN WHEN NECESSARY)

**PUPIL'S NAME:**..... **D.O.B:**.....

**MEDICATION:** Paracetamol Suspension  Ibuprofen Suspension  Anti-histamine

Other named medication:..... **OTHER:** Plasters  Sun cream

**AMOUNT:** As per manufacturer's directions / Other: .....

**SIGNATURE OF PARENT/CARER:**.....**DATE:**.....

**NAME OF PARENT/CARER:**.....

DATE	TYPE OF MEDICATION	REASON ADMINISTERED	DOSE	TIME	GIVEN BY	CHECKED BY	PARENT/CARER SIGNATURE

**ACKNOWLEDGEMENT / RECEIPT**

I / We acknowledge receipt of the School Welcome Pack and have completed and returned the following:-

- Profile Forms
- Consent form for Educational Visits
- Home / School Agreement
- Acceptable Use Policy
- Non-prescription medication form
- Direct debit mandate

Name of Pupil .....

I / We understand that policies and procedures may be accessed via the company website and / or are available on request.

Signed..... Dated.....

Received by school

Signed..... Date.....