



Ashbridge

INDEPENDENT SCHOOL & NURSERIES

Empowering young minds through respect and nurture

SCHOOL HANDBOOK 2023 - 2024



VISION, VALUES AND RIGHTS

Empowering young minds through respect and nurture

Vision

To instil in our children: innovative thinking skills, a keen curiosity for learning, the confidence to be creative, and respect for themselves, others and the wider world. To follow a nurturing ethos and build positive family partnerships which promote a happy and adventurous childhood.

Values

Our values are at the centre of the Ashbridge experience, and wholly based on what we believe children need to thrive. At every age and stage of development, our values remain the same with the implementation of them individually tailored for each child.

We are committed to:

- Empowering children to achieve highly and experience success, realising their individual aspirations.
 - Respecting children and ensuring their voice is always heard.
 - Nurturing self-confidence and a positive attitude to life, encouraging resilience and the ability to learn from their experiences.
 - Immersing children in inspiring environments full of opportunities for learning, exploration and discovery.
 - Recognising and celebrating the uniqueness of each child to support their interests and help them to pursue their passions.
 - Providing extensive and varied outdoor learning experiences to allow children to develop a deep love and respect for the natural world and encourage a sense of adventure.
 - Prioritising the development of positive relationships to foster the qualities of kindness, compassion and respect.
 - Offering an innovative and well-balanced curriculum encompassing a broad range of learning opportunities.
-

Rights

Everyone in the Ashbridge School community, child or adult, has the right to:

Learn

Be safe

Be happy

Be themselves

SCHOOL LIFE

School Day

Arrivals and Departures

Break Times

Assemblies

**Extra-Curricular Opportunities
and Peripatetic Lessons**

Sports Fixtures and Events

Educational Trips and Events

Concerts and Performances

Uniform and Presentation

House System

Leadership Opportunities

Pupil Voice

Holiday Care



SCHOOL LIFE

School Day

Children should arrive in school before 8:40 ready for the start of the school day at 8:45. Before School Care is open from 7:00 daily and no advance booking is required. The day ends at 15:45 and children can be collected from this time, although After School Care runs until 18:00, again with no booking required. Morning lessons run until 12:30, with a snack break mid-morning and playtime from 11:10-11:25. The afternoon starts after lunch at 13:30 and lessons end at 15:45, when many children will attend After School Care or one of our many clubs.

Registers are taken when entering Before School Care, at the start of the school day, after lunch and at the start of After School Care. Children are also signed out of After School Care when they go home.

Arrival and Departure

In the mornings, all children arriving before 8:00 should be accompanied by their parent or carer to The Clockhouse. You will be issued a code to enter the site via the Orchard gate and we ask that this code is not shared with anyone else, including your children. Between 8:00 and 8:40 children should be dropped off on the pitch or in The Clockhouse depending on the weather by entering through Main Reception or the Orchard gate. Junior children are encouraged to be dropped off at the gate as they grow in independence, however it is still important that they are not given the gate code. The coded gate next to Jubilee Park will be open from approximately 8:00 as an alternative exit for parents entering via Main Reception.

Any children who arrive after 8:50 should be brought to the Reception desk and should not be let in unaccompanied at the Orchard gate. A late mark will be made on the register for children arriving after 8:50 and termly checks are undertaken to monitor punctuality. Please note, after 9:30 the registers are 'closed' and any children not in school will be recorded as absent. At this point, parents are contacted by telephone to clarify the reason for the absence.

At the end of the day children can be collected from school by entering through main Reception or the Orchard gate. The Jubilee Park exit gate will be available for use until approximately 16:30.

When collecting your child you will sign them out with a member of the School Care team and the time of collection is logged. If someone other than the usual carers are to collect your child please ring or email school in advance. You will be asked to provide a password that we can check with the person collecting your child. For safeguarding reasons we will never allow a child to go home with anyone other than their usual carers unless informed in advance.

SCHOOL LIFE

Break Times

Children enjoy two playtimes each day and are actively encouraged to play with children from across the school. A variety of sporting equipment is always on offer and our Year 5 children sometimes take the lead on fun games for younger children to join in with as part of their "Playground PALS" training. Playtimes take place on the pitch, playground, orchard or Jubilee Park.

Assemblies

Assemblies are an important part of Ashbridge life and give the children the opportunity to come together, share in important events and celebrate their achievements. On a Friday we hold a merit assembly and if your child has achieved something out of school, such as swimming certificates, Scout or Guiding awards or even a Blue Peter badge they are welcome to bring them in to have them presented in assembly.

Extra-Curricular Activities and Peripatetic Lessons

A wide range of activities are available for children after school and a Clubs Booklet will be provided for you to book clubs and activities. Many clubs are free of charge but those that require external providers are chargeable. We expect children to attend their chosen clubs regularly and ask for a half-term's notice for any club changes, particularly for paid clubs.

Instrumental lessons are also offered for those children who wish to learn an instrument and we currently offer tuition in piano, brass, drums, keyboard, violin and guitar. Peripatetic lessons are booked directly with the instrumental teachers and all payments are also between families and the teachers. Details for the peripatetic team are available from main Reception.

Sports Fixtures and Events

We host many sports fixtures and tournaments at Ashbridge due to our excellent facilities and parents are welcome to come and spectate when fixtures are held. We also visit other independent and maintained schools as part of our sports programme and most schools welcome visiting parents to spectate and support their children. You will be informed in advance if your child will be taking part in a sports fixture, including any equipment you may need and, in the case of an away match, the time they will return to school. If a packed lunch is required this can be provided by school or can be brought in from home following our healthy lifestyle policy around food. Packed lunches must not contain nuts of any kind.

SCHOOL LIFE

Educational Trips and Events

We regularly take children on educational, sporting, cultural and adventurous trips and all Junior children enjoy a residential trip each year. We also often welcome visitors into school to run specialist days or events. Trip and event information, and consent forms if applicable, are emailed to you and completed using Microsoft Forms. Any payments for events are detailed on the information form and taken by direct debit as part of your normal payment. Comprehensive procedures are in place regarding visits to ensure the safety and wellbeing of all children when on visits out of school. If a packed lunch is required this can be provided by school or can be brought in from home following our healthy lifestyle policy around food. Packed lunches must not contain nuts of any kind.

Concerts and Performances

Children are often given the opportunity to perform in front of an audience and we believe this is a vital part of helping them develop in confidence. All children take part in a Christmas and Summer production as well as other performance opportunities. Events dates are available on the calendar on the website and are sent to you in the weekly update email.

Uniform, Belongings and Presentation

The wearing of school uniform is an important part of feeling a sense of belonging in the school community. School uniform must be purchased from our supplier, Top Marque Uniforms; with the exception of a limited number of items as detailed on the uniform list. All kit, including Sport and Forest kit, should be in school every day and all items of uniform and other belongings must be clearly labelled. The Lost Property Box can be found in the hall and children are encouraged to check this themselves if an item is lost.

We hope children will take pride in their appearance and we appreciate your support in ensuring they are consistently well-presented. Hair should be cut in a sensible style and hair longer than shoulder-length should be tied back. A wristwatch or basic fitness tracker may be worn, but smartwatches are not permitted. Jewellery, apart from simple stud earrings should not be worn. Mobile phones or any other devices must not be brought into school under any circumstances.

The full uniform guidance has been issued to all families and is available on the website.

SCHOOL LIFE

House System

The House system is an important part of our Personal Development Programme. All children at Ashbridge belong to a House; Lime, Poplar, Rowan or Sycamore. During the week children can earn house points through outstanding work, great effort, and showing Ashbridge spirit. Various House Events are held throughout the year including art, cross-country, sports, singing and many more, culminating in Sports Day in Summer. The weekly house point winners and winners of each event are awarded a leaf to put on their House Tree and the House Champions are crowned at the end of the academic year. Through the House system children are part of a wider community and enjoy the opportunity to represent their house or even become House Captain.

Leadership Opportunities

We provide children with a variety of opportunities to be a leader and contribute to the running of the school. These opportunities help them develop into confident and capable young people and lay the foundations for them taking on leadership roles as adults. Leadership opportunities include classroom monitors, animal carers and library prefects; and children in Year 6 hold a variety of responsibilities as our senior pupils.

Pupil Voice

We have an active Eco-Council, School Council and School Leadership Team, who help decide on events, changes to school systems, new equipment and fundraising. Children vote for their class peers each year to decide who will represent them on the School Council. All children are encouraged to share their ideas on how to develop the school and are regularly consulted about their views as part of our evaluation and strategic planning process. This could be in the form of surveys, focussed discussion with either their teacher or the Headteacher, or by sharing ideas to be discussed at School Leadership Team meetings.

Holiday Care

In the school holidays we offer Holiday Care, which runs from 7:00-18:00 daily. All meals and activities are provided and a range of activities are on offer. As well as dedicated Forest School days, external providers run specialised activities and events. Holiday Care is booked in advance and booking information is sent out before each holiday period with information about the activities on offer.

PEOPLE

Teaching Team
Senior Leadership Team
Volunteers
Safer Recruitment
School Team Gallery



PEOPLE

Teaching Team

Our team of teaching staff are highly qualified, innovative and dedicated to bringing the best out of all children at Ashbridge. Our staff to pupil ratio is very high, with eight full-time teachers, three teaching assistants, a full-time sports coach, reading champion, and additional specialist teaching in Music and Land Based Studies. The Headteacher and Deputy Headteacher spend time teaching classes with a focus on the outdoor learning and the Personal Development Programme and we employ a dedicated team to care for the children in Before and After School Care.

Senior Leadership Team

The Senior Leadership Team is led by Headteacher Karen Mehta, who has many years' experience as an independent school leader, both in the UK and overseas. The other members of the SLT have a wide range of experience and qualifications and support the Headteacher to ensure that every child at Ashbridge School receives a fantastic education. You can contact the Senior Leaders through the contact details provided on your contact card.

Volunteers

We are delighted when parents or other family members want to volunteer in school. Some family members provide weekly support by listening to children read whilst others share their skills as part of the clubs programme or as occasional helpers in class. If you would like to become more involved in school life as a volunteer please email school@ashbridgeschool.co.uk. As part of our safe recruitment procedures all volunteers are required to undergo a DBS check and take part in safeguarding training.

Safe Recruitment

We have stringent safe recruitment procedures for everyone working for Ashbridge, regardless of their role; including enhanced DBS checks and teaching prohibition checks as well as thorough induction procedures. We also carry out appraisals with all team members and provide additional training and support based on each individual's interests. Relevant members of the Senior Leadership Team have undertaken Safe Recruitment training and all team members undergo regular training around key issues such as safeguarding and child protection.

SCHOOL TEAM



Mrs Karen Mehta

Head Teacher
BEd (Hons) NPQH
head@
ashbridgeschool.co.uk



Mr Arthur Wood

Deputy Head Teacher
BA (Hons) QTS
mr.wood@
ashbridgeschool.co.uk



**Charlotte Bingham
Brindle**

Director of Compliance
BA (Hons) PGCE QTS
charlotte.binghambrindle@
ashbridgeschool.co.uk



Suzanne Slinger

School
Administrator
suzanne.slinger@
ashbridgeschool.co.uk



Miss Hannah Seaton

Reception Teacher
BA (Hons) QTS



**Miss Vanessa
Roskell**

Reception TA
HLTA



Miss Caroline Bird

Year 1 Teacher
BA (Hons) QTS, MA



Miss Sharon Eaves

Year 1 TA
Level 3 TA



**Miss Grace
Hawthornthwaite**

Year 2 Teacher
BA (Hons) QTS



Miss Vicky Fyles

Year 2 TA
NNEB



Mrs Adele Palmer

Teacher
BA (Hons) QTS



Mrs Nicola Livesey

Year 4 Teacher
BA (Hons) QTS

SCHOOL TEAM

SCHOOL TEAM



Mrs Deborah Allen
Year 5 Teacher
BA (Hons) PGCE QTS,
MA



Mr John Boden
Year 3 Teacher
BA (Hons) QTS, NPQLT



Mr Lloyd Paton
Sports Coach
BA (Hons)



Mrs Karen Ward
Music Teacher
LTCL Music Ed



Mrs Andrea Turner
Land Based Studies
Teacher



Ms Kylie Lower
Reception Forest
Leader
BEd QTS EYT



Mrs Sian Hartley
Reading Co-Ordinator



Andrea Pratt
Front of House
NVQ L3



Diana Hunter
School Care Co-ordinator
L2 Childcare



Grace Cole, Alice Turner, Hilary Sharples and Nazma Ahmed
Senior Leadership Team
together with Karen Mehta and
Charlotte Bingham Brindle

SCHOOL TEAM

CURRICULUM

Curriculum Overview
Specialist Teaching
Supporting All Abilities
Learning Outside The Classroom
Supporting Wellbeing and Personal
Development



CURRICULUM

Curriculum Overview

As we operate an extended school day, running from 8:45 until 15:45, we are able to offer at least 25 hours a week of lesson time allowing us to deliver a broad range of exciting and challenging subject based lessons as well as events, trips and enrichment activities. We offer a wide range of subjects including the core curriculum of Maths, English, Science and Computing together with foundation subjects including History, Geography, Art, Music, Physical Education, Design and Technology, Religious Education, Modern Foreign Languages, Personal Development, Outdoor Education and Land Based Studies. Across all year groups children receive at least 5 hours of both English and Maths teaching per week. In the Infants children will have an hour of Science and at least two hours of Combined Studies which incorporates History, Geography, Art and Design Technology, often taught through cross curricular topic blocks. In the Junior years the children have 2 hours of Science teaching along with more discrete History and Geography lessons. Children also take part in a comprehensive Personal Development Programme and many enrichment opportunities. Our extended school day gives us with the flexibility to provide many learning opportunities beyond the requirements of the National Curriculum and careful consideration is given to create a balanced approach to learning. The teaching team are creative and focus on the children's interests as well as taking as much learning as possible outside of the classroom.

Specialist Teaching

We employ a dedicated full-time Sports Coach who teaches PE across the school as well as Games lessons for the Junior children. The Sports Coach also coordinates fixtures and tournaments with other local maintained and independent schools. In addition, Junior children access swimming lessons as part of the West Lancashire Sports Partnership. Music is delivered by a specialist music teacher who also delivers keyboard lessons as part of the curriculum in Juniors. Children in Year 5 and 6 also undertake brass lessons in partnership with Lancashire Music Service. The Deputy Headteacher focuses on outdoor education and leads this across the school and our Land Based Studies teacher leads these lessons. In Year 6 children are given a taster in German and Spanish delivered by specialist teachers who have both worked and lived in Germany and Spain to allow them to have a deeper understanding of the language and culture.

CURRICULUM

Learning Outside the Classroom

It is our belief that children who feel happy and fulfilled will achieve the absolute best academic results and having a comprehensive programme of outdoor learning helps to achieve this. We are an accredited Forest School Provider and children have at least one hour of dedicated Outdoor Education each week. These sessions include Forest School lessons in our two woodland areas with a Level 3 qualified Forest Practitioner. Reception children have a full morning in the Forest with our EYFS Forest Leader, who is both a qualified teacher and Level 3 qualified Forest Practitioner. Physical Literacy which involves developing the body and mind in the outdoors and subject-linked outdoor learning; for example the building of a Mayan temple and aqueducts in the forest also forms part of the Outdoor Learning experience. In addition to this teachers will often take the opportunity to take learning in any subject outdoors or take a walk around the Spiritual Trail.

Supporting all abilities

As a non-selective school we believe that we can help all children reach their full potential. All work is tailored to the individual's requirements and children work in groups according to their needs from Reception class upwards. In Juniors, children are based in ability groups for Maths, with the most able working in a separate group. Children who require support are provided this from their class teacher or teaching assistant. We recognise, support and nurture talents in all areas with a number of children undertaking graded music exams, playing sport at a high level or excelling in other areas in which they show particular talent and dedication.

Wellbeing and Personal Development

Supporting the mental wellbeing of children is of great importance and our Personal Development Programme (PDP) encompasses everything that children need to learn and understand about themselves and the world around them. The PDP programme covers many topics from current affairs, online safety, happiness and wellbeing, friendships and conflict resolution, as well as covering our relationships education topics, financial literacy and health education. Children also learn about cultures around the world and diversity, and how to be a good citizen; as well as practical elements such as First Aid and Bikeability. Children also take part in Inamojo, a relaxing and focused mindfulness programme delivered by a trained expert.

HEALTH AND WELLBEING

Healthy Lifestyles
Meals
Accidents
Illness
Immunisation
Medication
NHS Health Programmes



HEALTH AND WELLBEING

Healthy Lifestyles

We believe that appreciating a healthy lifestyle from a young age allows children to develop as fully as possible in both body and mind. For us a healthy lifestyle means providing nutritious, no-added sugar meals, spending a significant amount of time outdoors developing a love for nature and taking risks, and teaching children how to recognise and manage their emotions and feelings. Children also take part in mindfulness and wellbeing sessions as part of the curriculum.

Meals

Children are provided with a morning snack of wraps, meats, cheese and crudités and a hot, freshly-prepared lunch such as roast dinner or shepherd's pie followed by fruit. Jacket potatoes with salad and a variety of fillings are also offered every day. Children attending Before School Care before 7:45 are offered porridge and those in After School Care after 16:30 are provided with sandwiches and fruit. Children should bring fresh water in a water bottle into school daily and we also have water fountains available in classrooms and in outdoor areas.

Dietary requirements on religious grounds or medical needs such as allergies with supporting information from a medical professional are catered for, as are vegetarian and vegan diets. We ask that no food and drink, with the exception of water, is brought into school. This includes sweets and birthday cakes. We ask this in order to support our healthy lifestyle policy as well as to allow us to manage dietary requirements.

Accidents

Whilst our environment is safe and we do all we reasonably can to reduce unnecessary risk, children do, on occasion, have accidents. We have strong accident reporting procedures in place to ensure you are made aware of any accidents that happen while your child is with us. All team members who work with children undertake a full paediatric first aid course which consists of 12 hours of training which is updated every 3 years. Some team members also have additional Forest or Sports First Aid training. In the unlikely event your child has a serious accident whilst in our care we will attempt to contact you immediately. We will call emergency assistance if required and arrange for a child to be taken to hospital if necessary.

HEALTH AND WELLBEING

Illness

If your child is ill, please refer to the Medical Exclusion Procedures available on the website. This details whether a child needs to remain at home due to their illness and, in the cases of infectious illness, the minimum number of days a child is required to stay at home. In particular, any child who has presented with sickness and/or diarrhoea should not return to school until 48 hours after they have recovered. In the unlikely event of your child becoming seriously ill whilst at school we will attempt to contact you immediately. We will call emergency assistance if required and arrange for a child to be taken to hospital if necessary.

Immunisation

We expect that children are vaccinated in accordance with their age but accept that due to medical reasons or parental choice some children may not be vaccinated. If your child has not been vaccinated in line with the usual childhood vaccine schedule it is your responsibility to let us know. Please also inform us if your child has had any additional vaccinations beyond the usual schedule.

Medication

We will administer paracetamol suspension, ibuprofen suspension, anti-histamine and Sudocrem with consent from yourselves and can administer prescription medication providing you have provided us with consent and have brought the labelled bottle/box in to school. No other non-prescription medications will be administered and should not be brought into school or given to a child to self-administer. We also provide suncream and plasters when required.

NHS Health Programmes

We partake in the NHS child health programmes including sight and hearing tests and the annual influenza vaccination scheme. We are provided with details from the NHS in advance and will always request your consent before allowing your child to take part in any of these tests or vaccinations.

STANDARDS AND RESULTS

Assessments
Exam Results
Inspection
Senior Schools



STANDARDS AND RESULTS

Assessments

A number of assessments are carried out throughout the school year. Every class undertakes nationally recognised reading age tests twice a year and complete formal assessments in English, Maths and Science (Juniors only) in June, which are set and marked by national assessment provider GL Assessments. These tests provide a standardised score and provide a clear tracking tool to monitor progress throughout your child's time at school. In addition to formal assessments, regular internal assessments in writing, Maths and Science are carried out. Children in Reception class undertake baseline assessments at the start and end of the year.

Exam Results

Exam results from our externally marked tests are consistently significantly above both the national and local averages. In the last three years 90-94% of children have met or exceeded expectations with at least 25% of children achieving significantly above national expectations. This compares with a national average of approximately 65% of children meeting expectations. We are rightly proud of the children's achievements and all children, regardless of their ability, make significant progress throughout their time at Ashbridge.

Inspection

As an independent school we are regularly inspected by the Independent Schools Inspectorate (ISI). In our most recent quality inspection in March 2022 we were judged as 'Excellent in all areas', the highest grade achievable. In addition, at the same inspection we were judged to be fully compliant of all independent schools standards and rated 'Outstanding in all areas' in the EYFS. Our full inspection report can be found on the school and ISI websites.

Senior Schools

After Ashbridge, children move on to a variety of local maintained and independent schools. For children moving on to independent senior schools we provide extensive entrance exam support and have an excellent record for children being accepted into the school of their choice, with a number of children receiving scholarships. If children are moving onto a local maintained school we provide support through strong links with all local schools and work together to ensure a smooth transition.

SAFEGUARDING

CCTV

Child Protection

Missing Children

Mobile Phones and Devices

Photographs

Policies and Procedures

Registers and Reporting



SAFEGUARDING

CCTV

We have CCTV in all classrooms and areas the children access, excluding bathrooms. CCTV also covers the pitch and many of the outdoor areas. This is in place to keep children and adults safe and is accessed only by authorised individuals on the Senior Leadership Team.

Child Protection

On rare occasions we may have serious concerns for a child's welfare and if this occurs we will aim to work with the family and external agencies in the best interests of the child. We follow Lancashire's safeguarding policies and procedures and work closely with their safeguarding and child protection teams. Whilst it is always preferable for us to work with families surrounding concerns, there may be occasions where we are required to contact Children's Social Care or the Police without parental consent in order to protect a child.

Missing Children

In the extremely unlikely event of a child in our care 'going missing', either on or off the premises, we follow detailed procedures as set out in the Missing Child Policy. This involves carrying out a search, contacting parents and carers, informing the Police if necessary and, once the child has been found, evaluating why the incident occurred.

Mobile Phones and Devices

We ask that you refrain from using mobile phones at all times whilst you are on site. If you do need to use your phone please speak to someone at a Reception area and they will advise you of a suitable location.

Children must not bring devices including mobile phones, tablets or any other devices into school. Smart watches are not permitted to be worn, although basic fitness trackers such as Fitbit Ace and Garmin Vivofit Jr may be worn.

CPOMS

We use an online system called CPOMS to log any changes at home, injuries or other concern that you or your child informs us of on arrival at school. We also use this if we notice something during the day, or if we have any concerns about your child. You may be asked for feedback when you pick your child up, particularly if they have raised a concern to us.

SAFEGUARDING

Photographs and Videos

If you have given consent for images and videos of your child to be used by the school you will see them being used on social media, in newsletters and for articles, news reports or other outlets. Photographs and videos are always appropriate and we never use children's names, unless further consent has been given by parents/carers. Please be aware that once images and videos are shared to social media or other outlets that we cannot control the use of them by wider sources. This includes once your child has left the school.

Please refrain from taking photographs in the school grounds, including at fixtures and events unless given prior permission. At concerts and plays we allow parents to take photographs but these must be for personal use only and images that include other children must never be shared with other people or on social media platforms unless you have consent from the other children's parents.

Policies and Procedures

Many of our policies and procedures can be found on our website; www.ashbridgeschool.co.uk. These include Admissions, Behaviour including Anti-Bullying and Exclusion, Special Educational Needs, English as an Additional Language, Curriculum, Health and Safety, First Aid, Safeguarding and Child Protection, Relationships Education, Complaints procedures, Privacy Notice and inspection reports. There are also a wide range of other policies so if there is a particular area you would be interested in knowing more about please just ask. The number of formal complaints in the proceeding year and information relating to academic performance will be provided upon request. If you require paper copies of any of our policies please email school@ashbridgeschool.co.uk to request this.

Registers and Reporting

Registers are taken as children arrive into Before School Care, at the start of the school day and after lunch. Children are also logged into After School Care and any extra-curricular clubs. When leaving After School Care children are logged out. Registers are stored electronically and levels of attendance are monitored. We are required to report high levels of absence to the Department for Education and are also required to report any instances where a child misses a significant amount of school without informing school of the reason. You will receive notification of your child's annual attendance in their end of year report which is issued in July.

PARENT PARTNERSHIP

Home / School Principles
Additional Needs
Ashbridge Families
Attendance, Absence
and Holidays
Behaviour
Bullying

Communication Methods
Concerns and Queries
Contact Details
Homework
Professional Communication
Reports
Sharing and Supporting Learning



FAMILY AND SCHOOL PARTNERSHIP

A strong partnership between school and the family is essential to help your child thrive in their education. Our family and school partnership form an agreement between you, your child and the school to ensure we always work cohesively.

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.

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 be a bully.

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.

Together we will...

- 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.

PARENT PARTNERSHIP

Additional Needs

If we have any concerns about your child's progress, behaviours or any other aspect of their development we will always be honest and open with you. Sometimes interventions are needed which can be short-term or long-term and may involve working with external agencies. Together, we will do everything reasonably possible to provide for your child's needs as well as support you in the next steps if your child needs more specialist provision than we can provide.

Ashbridge Families

Throughout the year we hold a variety of fundraising and other events as part of our Ashbridge Families programme. This includes events such as family BBQs and picnics, bingo and competitions such as a Pumpkin Parade and Easter challenge. Funds raised are used for resources which will benefit the children with money being spent on the playground markings, additional gardening equipment, the defibrillator and to subsidise some trips.

Attendance, Absences and Holidays

Regular attendance at school is essential to ensure your child reaches their full potential, as well as being a statutory requirement. If your child is unwell or is to be absent from school for any reason please call 01772 619900 before 9:30 on the day of non-attendance. A holiday list is provided with this information pack and is also on the school website.

Should you wish to take a holiday in term time permission must be requested from the headteacher. Whilst we usually grant term time holidays we advise that you consider the impact on your child's education by taking them out of school. We do not provide work for children on holiday but do provide additional reading books and often children will choose to complete a holiday journal. We also ask that you inform us in advance of any external exams, appointments or other school absences.

Behaviour

In order to keep everyone safe and happy, high standards of behaviour are expected in school. We do know, however, that children do not always behave appropriately. When this happens it is dealt with sensitively and in conjunction with parents if necessary. We will always be open with you if there are concerns regarding your child's behaviour and ask for your cooperation in supporting your child if needed.

PARENT PARTNERSHIP

Bullying

Thankfully, incidents of bullying are very rare at Ashbridge. Any concerns about bullying raised by children or parents/carers are taken seriously and dealt with quickly by working with all parties involved. The Headteacher is always involved if allegations of bullying are made. Please speak to your child's class teacher should you have any concerns about bullying.

Communication Methods

Regular communication is vital to ensure your child gains the best experience whilst at school. The vast majority of communication is via email and we ask that you set all Ashbridge email addresses as a 'safe sender' to prevent any messages going into your Spam folder. You can email teachers directly, message on Seesaw, speak to us at drop off and pick up or call or email to make an appointment for a meeting. Your child will also be issued with a journal that can be used for communication with the class teacher. A half-termly digital publication is sent home by email and we have active social media accounts. Follow us on Facebook, Instagram (@ashbridge_school_preston and @ashbridgeoutdoors) and Twitter / X (@ashbridgeschool).

Concerns and Queries

We hope you are always happy with your Ashbridge experience, but if there are ever any concerns or queries please do not hesitate to contact us. Your child's class teacher is usually the first person you would contact with a query, either via email or through your child's journal. More serious concerns may be brought to Mr Wood or Mrs Mehta either by the class teacher or directly from yourselves. Open and honest communication is important and we hope to address any concerns as soon as we can.

Contact Details

Ensuring we have up-to-date details for you is really important in case we need to contact you. Please ensure that we hold the address, phone numbers, email address and place of work for any legal guardians and a phone number for an additional emergency contact. If a child lives in more than one house please let us know both addresses and which days they are living at each house. We send out annual contact update forms but please remember to let us know if you move house, change your phone number or email address or change your place of work in the meantime.

PARENT PARTNERSHIP

Homework

All children, from Reception class onwards, are issued with weekly homework. This could be individual activities, a longer research based or creative project or specific tasks based on any areas that need to be developed. Tasks are set on the online learning platform Seesaw and children are strongly encouraged to show independence when completing their homework. Daily reading is also expected at all ages.

Professional Communication

Our team members pride themselves on the professional and friendly relationships they form with parents and carers. We ask that you refrain from requesting friendship or following any of our team members on their private social media accounts. If you do need to get in touch with us out of hours please use the details on your Senior Leadership Team contact card.

Reports

Two written reports are provided to you each year detailing your child's attainment, progress and areas for development. In October, a report covering the core subjects as well as general observations is provided and in July a full report for all subjects is written. This end-of-year report includes your child's formal summative assessment results for the year.

Sharing and Supporting Learning

Supporting your child's learning at home will help your child reach their full potential and allow you to feel more connected with their schooling. We expect that all children have the opportunity to read to their parent/carer for at least 20 minutes a day and ask that you provide feedback on their reading in their journal. You can upload activities done at home to your child's Seesaw account and email the class teacher with anything you would like to share. We hold two Parent Consultation Weeks during the school year where you are invited to meet with your child's teacher and discuss their progress and development. These meetings can be held face to face or via phone or Microsoft Teams at a time convenient to you.

FEES AND PAYMENTS

Deductions to Fees
Fees Payment
Queries
Reviews and Additional Charges



FEES AND PAYMENTS

Deductions to Fees

For families with other children in school or nursery, a 10% discount is applied to either the eldest child if all children are in school, or the child with the lowest monthly cost if you have children in both school and nursery. All children are entitled to at least 15 funded hours until the end of the term in which they turn five, and many are entitled to 30 funded hours. You are required to access a childcare code from your Government gateway account and apply for funding through Ashbridge. If you are eligible for tax credits, these can also be used towards a proportion of your fees.

Fees Payment

We know how busy life is as a parent so we make sure it's quick and easy to pay your school fees. Invoices are sent by email in advance around the middle of each month and include fees, clubs, trips and other activities for the coming month. In addition to direct debit payment we accept tax-free childcare payments and childcare vouchers. It is a requirement that fees are paid in advance and that any fees not paid for using tax-free childcare or vouchers are paid by direct debit. Even if you pay all your fees using tax free childcare or vouchers, a direct debit must be set up with the school.

Queries

Our bursar team can be contacted by phone on 01772 561186 or by email at bursar@ashbridgeschool.co.uk and can help with all fees and payment enquiries. Please note, all absences and holidays during term time are chargeable. For other details regarding fees and payments, please see the terms and conditions attached to the enrolment form and available on our website.

Reviews and Additional Charges

School fees are reviewed annually and information regarding changes in fees are shared at least two terms in advance. As detailed in the terms and conditions, additional charges are in place for late collection, non-payment of fees and cancellation of a direct debit. We ask that you read the terms and conditions carefully and adhere to them in order to prevent additional charges being added to your account.

TERM DATES 2023 - 2024

Autumn Term

Friday 1st September AM - Reception pupils only in school

Monday 4th September – School opens for all pupils

Friday 20th October – School closes for half-term

Wednesday 1st November – School re-opens

Friday 22nd December – School closes for Christmas

Spring Term

Monday 8th January – School re-opens

Friday 9th February – School closes for half-term

Monday 19th February – School re-opens

Thursday 28th March – School closes for Easter

Summer Term

Monday 15th April – School re-opens

Monday 6th May – School closed for May Day Bank Holiday

Friday 24th May – School closes for half-term

Monday 3rd June – School re-opens

Wednesday 17th July – School closes for Summer

INSET Days (Pupils not in school) –

Friday 1st September (Reception class in),

Tuesday 31st October, Wednesday 18th July

TERM DATES 2024 - 2025

Autumn Term

Monday 2nd September AM - Reception pupils only in school

Tuesday 3rd September – School opens for all pupils

Friday 18th October – School closes for half-term

Wednesday 30th October– School re-opens

Friday 20th December – School closes for Christmas

Spring Term

Monday 6th January – School re-opens

Friday 14th February – School closes for half-term

Monday 24th February – School re-opens

Friday 4th April – School closes for Easter

Summer Term

Tuesday 22nd April – School re-opens

Monday 5th May – School closed for May Day Bank Holiday

Friday 23rd May – School closes for half-term

Monday 2nd June – School re-opens

Thursday 17th July – School closes for Summer

INSET Days (Pupils not in school) –

Monday 2nd September (Reception class in),

Tuesday 29th October, Friday 18th July



Ashbridge

INDEPENDENT SCHOOL & NURSERIES

www.ashbridgeschool.co.uk

01772 619900

school@ashbridgeschool.co.uk