



# Ashbridge

INDEPENDENT SCHOOL & NURSERY

## School Welcome Pack

Thank you for choosing Ashbridge School for your child. 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 children, 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.

As members of IAPS, the Independent Association of Preparatory Schools, we have enclosed a copy of 'A Guide for Parents' for your information, and further details of our membership to 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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**Our Aim is to offer a top quality education to all the children in our care.**

**Aspiration, Attitude, Achievement  
Potential nurtured, success realised**

**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 self esteem
- Promote an acceptance, 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.

Our 'A Peek at Our Week', newsletter is issued by email and paper copy each Friday and as well as celebrating the work of our children, 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 and respond to this important publication. Follow us on Twitter, like us on Facebook, or take a look at our website [www.ashbridgeschool.co.uk](http://www.ashbridgeschool.co.uk) for more information.

A Management Meeting is held each term to review and plan school and nursery development and we also hold termly Parent Forum meetings to ensure we work together with parents and guardians to plan our development. The make up of the Parent Forum changes each meeting depending on the focus of the Forum and all parents are invited to attend by email prior to the meeting.

## JOURNALS / DIARIES / MESSAGES

All children have a journal in which messages are passed between home and school. These are checked each day. 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 this daily and ensure children take good care of their journal as it serves as an additional record of their reading.

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

Please note:-

- Any letters, forms, return slips etc should be given to Charlotte Bingham Brindle or Andrea Pratt in the pre-school and Infant building Reception.
- Messages directly for class teachers may be entered in children's journals.
- 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, or times of absences / appointments etc must be given at Reception on arrival or by phone.**

## ATTENDANCE AND ABSENCES

Regular attendance for school aged children is a statutory requirement and we keep detailed records of authorised and unauthorised absences for the DfE. For children of statutory school age, if they are to be absent from school for any reason please let us know in advance by filling in an Absence Notification Form if possible or by telephone, stating the reason for the absence. If you are unable to fill out an Absence Notification Form before your child is absent, the form must be completed when your child returns. These are available on the website and in main Reception.

Please note that whilst we open at 7.00 until 6pm each day and children of school age may attend before and after school care, the main school day starts promptly at **8.40 am** when the children 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 children from After School Care if collected after 6 pm.** The current rate is £5.00 per 15 minutes until 6.30pm and this would be added to your monthly invoice if your child is collected after 6.00pm.

## ARRIVAL AND DEPARTURE OF CHILDREN

For safety and security the following procedures apply:-

### Arrival

- Infant children should be taken directly to staff in Before School Care (between 7.00 – 8.40) or their classroom/class teacher at 8.45am. Children in the Junior department are expected to be increasingly independent and, on leaving parents in Reception, may go into School Care or school by themselves.

### Departure

- On leaving the premises, children **must** be signed out by parents/guardians at Reception or School Care.
- Please note, children 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.

In school further registers are taken by:

- Before School staff to record the time going into Before School Care.
- Class teachers at 8.45am and again at 1.30pm to record attendance during school hours.
- After School staff, to record attendance in After School Care and club 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. Children's 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 child is allowed to go with any person other than those indicated at enrolment by the parent/guardian. If anybody other than the specified persons calls to collect a child, we endeavour to contact the parent/guardian but under no circumstances will we release the child if we cannot get confirmation from the parent/guardian to do so. It is therefore imperative that you let someone on Reception know if somebody different is picking up your child.

In the event of a child not being collected from school we will endeavour to contact parents and carers as per our Late and Non-Collection Policy. 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 child has been collected.

**Please note that it is 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 etc) change in the meantime you must let us know. We are also required to have both addresses on record for children who live in two different households.**

## EMERGENCY CONTACT

There is someone on site at school from 7:00 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. Please note this number should be used in emergencies only.

## MEDICAL SERVICE

The School Medical Service visits to complete checks on children's health and wellbeing. Details of any visits or medical examinations are always sent to you and a consent form will be issued, which must be returned to school if you wish your child to be included.

## DIETARY NEEDS, ALLERGIES OR MEDICAL CONDITIONS

For children 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 meals and snacks are prepared by experienced and qualified staff and most allergies or dietary needs can be catered for. We ask that parents/guardians discuss a child's needs with a member of the leadership team at the time of enrolment.

In school, children are offered a mid-morning snack of fruit and milk/water and a hot lunch. An afternoon savoury snack is offered in After School Care between 4.00 and 4.30. 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 Healthy School and Nursery, we ask that no food, cakes, sweets or drinks are brought onto the premises without specific permission. This also supports our policy on allergies and medical needs and we require your co-operation in this matter.

We feel it is vitally important that children eat well, both for their health and fitness and our menu and snacks reflect our policy on healthy eating.

Water is offered to all children at lunch and snack times and children also have access to water throughout the day. We encourage children to drink water regularly as this helps to improve concentration and is vital for their health and wellbeing. Children should bring a water bottle each day which must be named and taken home each day to ensure appropriate hygiene.

## HOMEWORK

Completion of and participation in homework is of crucial importance, and your partnership in this is essential. **All children 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 term and we ask that you contact your child's teacher for further details. If you or your child does ever have any issues regarding the homework set then please speak to the class teacher or appropriate Deputy Headteacher. The Deputy Headteachers are Mrs Bentley in Infants and Mr Wood in Juniors.

## PERSONAL PRESENTATION

This is very important and we aim to maintain high standards in this area. We encourage children to take a pride in their appearance and ask that you help us by making sure your child is consistently well presented.

Children should be well groomed. Clean hair should be tidy, neat and tied back if long. In the interests of safety, jewellery is not permitted except for simple stud/sleeper earrings. Watches may be worn with permission.

## UNIFORM AND BELONGINGS

Uniform is a condition of attendance in school and a uniform list is enclosed. All items must be purchased from our chosen suppliers, Monkhouse. Please ensure that all clothes and belongings are labelled clearly. Whilst we will do all we can to take care of children's belongings, we cannot be held responsible for loss or damage, as detailed in our terms and conditions.

Physical Education kits need to be in school every day as, although PE and Games is 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.

Whilst every effort is made to ensure items of clothing and belongings are cared for in school we ask that you make sure your child cares for his/her own belongings and remembers to take his/her book bag and coat home each day.

Children in Juniors are required to bring a pencil case, the contents of which is advised by class teachers at the beginning of the year.

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 and Sudocream should it 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 and a consent form is included in this pack.

## EDUCATIONAL VISITS

In line with our aims and policies we take the children 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 children on visits and a full copy of these details is available to you on request.

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

## MOBILE PHONE USE ON PREMISES BY CUSTOMERS AND VISITORS

All customers and visitors are made aware for children's 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/guardians 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/guardians for personal use only. If sharing photographs and videos on social media please ensure that there are no other children included in order to respect their privacy.

## FEES AND PAYMENT

### CURRENT SCHOOL FEE SCHEDULE: SEPTEMBER 2017

<b>SCHOOL</b>  Infant and Junior	Inclusive of : <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>	<b>Annual Fees £7,800</b> Termly £2,600 Paid monthly by Direct Debit £650
<b>Holiday Care</b>  Full day 7.00 - 18:00	Inclusive of : <ul style="list-style-type: none"><li>• all meals and snacks</li><li>• non-prescription medication</li><li>• Trips and visits</li></ul>	<b>£30 per day</b>

### ACCOUNTS AND FEE ADMINISTRATION

Fee collection is administered by our accounts department who can be contacted on 01772 561186.

We operate a range of payment options to support families.

Direct Debit is the method of payment and we continue to accept a wide range of **childcare vouchers**, which can be used towards fees.

In addition, all children become eligible for **Free Early Education (FEE)** funding in the term following their 3<sup>rd</sup> birthday until the term after they turn 5.

We ensure that all parents of children who are eligible complete the necessary forms in order to receive this free entitlement, with the reduction being shown clearly on the monthly statement. FEE can be used towards payment of school fees in the Reception class. For further details please contact accounts.

If you have any queries or questions regarding invoices, fees or payment methods, please contact the team, who will be happy to help. Fees are reviewed annually by the Development Forum and any changes implemented in September. Further details regarding fee payment and notice period are included in the School Regulations, Terms and Conditions.

In school, following initial payments, fees are to be paid by direct debit, in advance. Arrangements can be made to pay school fees in equal instalments across the year and details regarding this are available from the account department.

### CHILDCARE VOUCHERS

We accept a wide range of childcare vouchers and are registered with most companies. The following procedures apply: - parents who choose to pay for part of their child's fees with a childcare voucher 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 deducted from your salary.**

Until such time as the voucher payment is credited to the company account, fees remain outstanding. When this is the case, parents need to contact the voucher companies concerned in order 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

The Directors of Ashbridge School and Nursery Ltd are Sarah and Stuart Carr who can be contacted at the school address throughout the year, by email – [info@ashbridgeschool.co.uk](mailto:info@ashbridgeschool.co.uk) and by telephone - 01772 619900. The Senior Management Team is led by Headteacher Karen Mehta who can also be contacted at the school address throughout the year, by email – [head@ashbridgeschool.co.uk](mailto:head@ashbridgeschool.co.uk) and by telephone -01772 619900 . Director of Quality, Hilary Sharples can be contacted at [hilary.sharples@ashbridgeschool.co.uk](mailto:hilary.sharples@ashbridgeschool.co.uk). And Director of Operations, Grace Cole can be contacted at [grace.cole@ashbridgeschool.co.uk](mailto:grace.cole@ashbridgeschool.co.uk). Communication and Compliance Officer, Charlotte Bingham Brindle can be contacted at [charlotte.binghambrindle@ashbridgeschool.co.uk](mailto:charlotte.binghambrindle@ashbridgeschool.co.uk) and Nursery Co-ordinator Andrea Pratt can be contact on [andrea.pratt@ashbridgeschool.co.uk](mailto:andrea.pratt@ashbridgeschool.co.uk). All other senior personnel can be contacted by phone and email issued on request. Further details of the team including photographs of all personnel are included within Reception areas on notice boards and on the website.

Mrs Karen Mehta	BEd (Hons) NPQH	Headteacher
Mrs Hilary Sharples	Certificate of Education	Director of Quality, Head of Early Years, SENCO
Mrs Grace Cole	BSc (Hons) MRICS NVQ Level 3 Childcare	Director of Operations
Mrs Charlotte Bingham Brindle	BSc (Hons) QTS, PGCE	Communications and Compliance Officer
Mrs Andrea Pratt	NVQ Level 3	Nursery Co-ordinator
Mrs Sandra Bentley	Certificate of Education	Deputy Head Teacher / Year 2 Class Teacher
Mr Arthur Wood	BA (Hons) QTS	Deputy Head Teacher / Year 6 Class Teacher
Mrs Ruth Thompson	BTEC Early Years	Nursery Manager – Lindle Lane
Mrs Julie Fazackerley	NVQ Level 3	Nursery Manager – Ashbridge on Ribble
Mrs Deborah McAlister (maternity)	BA (Hons) QTS, EYP	Reception Class Teacher and Early Years Co-ordinator
Miss Hannah Seaton	BA (Hons) QTS	Reception Class Teacher (maternity cover)
Miss Caroline Bird	BA (Hons) QTS, MA	Year 1 Class Teacher and school SENCO
Miss Adele Hodgson	BSc(Hons) QTS	Year 3 Class Teacher
Mrs Deborah Allen	BA (Hons) QTS, PGCE	Year 5 Class Teacher and Junior French Teacher
Mr David Bird	BA (Hons) QTS	Class Teacher
Mrs Nicola Livesey	BA (Hons) QTS	Nursery Class Teacher and EYP
Mrs Kathy Rigbye	BA (Hons) LLCM Music Diploma	Music Teacher
Mr Bob Nicholson	Certificate of Education	Horticultural Manager
Miss Vicky Fyles	NNEB	Team Leader Nursery
Mrs Alex Michaels	NVQ Level 4	Team Leader Nursery
Miss Emma Murray	NVQ Level 3	Team Leader Nursery
Miss Vanessa Roskell Miss Laura Williamson Miss Martha Eastwood	Teaching Assistant – Level 3 BA (Hons) QTS BA (Hons) QTS	Teaching Assistant/Learning Support
Mr Paul Heptinstall Miss Harriet Doran Mrs Pam Hampton Mr Aaron Hay	BA Music PGCE BA (Hons) Music BSc (Hons) LVCM	Music Tutors
Erica Isaac-Clegg Karen Conroy Janette Corrigan	BSc (Hons)	Business & Finance Manager Bursar Assistant Bursar

## 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 8.45am – 3.45pm Monday to Friday. Before School Care operates from 7.00 each day. At the end of the school day children can be collected at school at 3.45 pm or alternatively they may join After School Care which operates until 6pm. 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 children consistently achieve excellent results in all areas and are regularly assessed to monitor progress. Parents are kept informed of individual's 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 & Nursery we are regularly inspected by the Independent Schools Inspectorate (ISI). Our most recent inspection was in June 2013, where we were judged as 'excellent' in all areas, the highest grade. A copy of the report was included in the enrolment pack and can be found via a link on our website.

## KEY PERSON SYSTEM

Ashbridge operates a **key person system** throughout the EYFS as we believe that the role of a known care giver/teacher is of primary importance. Children learn through interactions with adults who are trained, knowledgeable committed and responsive with a positive attitude.

In Reception class, children'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:

- Teaching and observing the child 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 child
- Maintaining child's profile and development records
- Providing suitable equipment and activities
- Offering interesting and challenging experiences
- Helping with toileting and passing on of information.

## CURRICULUM

All children have full access to the main subjects. These include the **core subjects** of Mathematics, English, Science, and Information Communication Technology as well as **foundation subjects** of: History, Geography, Art, Music, Physical Education, Design and Technology, Religious Education, Forest Sessions and PSHEE. Our curriculum is creative and links are made between subjects to enhance children's learning and attainment.

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 learning are playing and explaining, active learning, and creating and thinking critically. There are seven areas of learning, underpinned by the characteristics of 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. Children 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 children's 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 stages of development please go to [www.gov.uk/early-years-foundation-stage](http://www.gov.uk/early-years-foundation-stage) or [www.4children.org.uk](http://www.4children.org.uk) where you will find an excellent guidance document entitled "What to Expect When!".

Careful consideration is given to ensure appropriate time is allocated to subjects whilst maintaining a balanced approach. Drama and the Arts are key elements of the education provided. Children are involved in productions and concerts throughout the year which offers opportunities for children to showcase their talents.

Children also benefit from tuition in Speech and Drama. This provides opportunity for self-expression and children from Year 2 upwards are put forward once a year for speech and drama examinations.

Children begin French in the Reception class and are introduced to a new 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. In the Junior department, French is taught by specialist, Mrs Allen.

All children have regular lessons in PHSCE (Personal, Social, Health and Citizenship Education), taught often by the Headteacher, and this work underpins many other areas of the curriculum. Sex and Relationships Education is also included within the Junior scheme of work as is P4C, Philosophy 4 Children.

Music is an important part of the curriculum and as such is taught by both the class teachers and a specialist, Mrs Kathy Rigbye. Mrs Rigbye is an experienced teacher who plans our music scheme of work and teaches each class weekly. Lessons involve Listening, Composing and Performing. Children in Juniors all learn to play the keyboard and lessons are taught by specialist music teacher Pamela Hampton.

Additional music tuition, offered by peripatetic teachers, Paul Heptinstall, Harriet Doran and Aaron Hay is also available for individual children and details can be obtained from school. Tutors offer lessons in piano, keyboard, wind instruments, violin, singing and drums.

Physical Education is an important element too. Facilities are of a high standard and all children are actively involved. In our Junior department, children also enjoy swimming lessons as part of their annual P.E program and we currently use the pool at a local high school. Children are taught by a qualified swimming instructor and we follow a syllabus where award certificates are issued regularly to reward and encourage progress.

**Further details regarding the subjects taught and the curriculum covered are available.**

**Please ask if you wish to see reference 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 R.E / 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 Forest Sessions as part of our Learning Outside the Classroom curriculum. Forest Sessions provide children with the opportunity to learn outside and are led by class teachers.

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 children's self-esteem and confidence.

Children within the EYFS have open access to play and learn. Throughout school, each child 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 (Upper Juniors only), healthy eating, games and physical activity.

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

In addition all have the opportunity to work with our Horticultural Manager, Bob Nicholson, and to take part in gardening activities and experiences.

Children 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. Children take part in regular lessons out of doors within the gardens and greenhouse, where opportunities arise for real life learning and where relevant links can be made to enhance the curriculum.

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

### **PROFILES**

Enclosed in this pack are two profile forms, one for your child and one for your comments. (Parent/Carer profile form and 'All About Me')

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, his/her personality and development. We are also interested in your aspirations for his/her 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 and forms the basis of your child's baseline assessment and individual learning journey and profile which serves as an essential record for both ourselves and

your child as they move through school. This record is reviewed and updated regularly. Teachers are happy to discuss your child's progress at any time and records are accessible to you, so please ask.

In the EYFS we keep records about each child'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 children entering Reception Class will undergo a Baseline Assessment. This is used as a starting point from which future progress can be tracked.

## **RECORDS**

We keep many records about your child, their performance and progress. Each child has a profile folder or Learning Journey in which they keep pieces of work, certificates of achievement and other important evidence of progress and development. All teachers keep records regarding children's progress and these are developed to become reports on your child which are issued twice a year.

## **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.

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 child'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 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 which will be issued in the summer term. Clubs generally run between 4 pm and 6 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 booking form issued in the clubs booklet and returned to Charlotte Bingham Brindle. Most requests for places can be accommodated and once children 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 children who attend our school department. School Care runs from 7 am until 6 pm at no additional cost to the school fees.

## 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. A **holiday 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 information is sent out with booking forms at least three weeks before the start of each holiday period. Our Holiday Club is open to children of primary school age and further details are available on the website.

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, Equality and Diversity, Inclusion, Exclusion, English as an Additional Language, Complaints, SEN, Health and Safety, Safeguarding and Curriculum can be found on the website [www.ashbridgeschool.co.uk](http://www.ashbridgeschool.co.uk) Copies of **all** policies are also available on request from reception. Health and Safety is of utmost importance at Ashbridge. Our aim is to create a safe and healthy environment, and to ensure that our employees, our children, customers, 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.

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

## 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, wellbeing or performance.
- Support their child with their homework and home-learning opportunities.
- Attend consultation meetings to discuss their child's progress.
- Ensure their child attends the school department presented well, in correct uniform which is clearly labelled.

### 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.

## **SUPPORTING AND SHARING LEARNING AT HOME**

In addition to working within these Home/School Principles it is of great benefit to children's progress and success from the EYFS through to school 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 children's experiences and learning. In addition, through daily opportunity for communication and dialogue, parents share information on children's 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 EVACUATION PROCEDURES**

The design and structure of our premises and the procedures in place are based upon recommendations by the Lancashire Fire Service who regularly inspects our premises and records. The Headteacher and Senior Management Team are responsible for checking and monitoring premises and appliances for fire safety. All staff are trained in fire safety procedures and notes referring to this are included in our Health and Safety Policy. Fire Evacuation Procedures are enacted regularly and details are recorded in the Fire Handbook.

## **MEDICATION, SICKNESS AND ACCIDENTS**

It is not our policy to administer medicines to children unless specifically requested to do so by parents. To have medicines administered to children 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. Under no circumstances should children 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 child with a rash, sore throat, discharge from the eyes or nose, diarrhoea or other contagious/infectious illness must be kept at home until a doctor has certified that he/she is fully recovered and well enough to return. In the case of vomiting and diarrhoea children must not come back to school until a minimum of 24 hours after they have recovered.

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

In the unlikely event of any accident or illness of a serious nature parents/guardians are contacted. In addition to an accident form, an incident report is produced and a copy is made available to the parents concerned. In such an event procedures laid down in company health and safety policies are implemented.

If a child becomes sick 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 child 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 / guardians and the Police if necessary and, once the child has been found, evaluating why the child was able to go missing and putting any extra preventative measures in place if necessary.

### IMMUNISATION

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

All parents/guardians need to be aware that some children 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 children who have not received their immunisations and will not disclose individual details to other parents. However, we will share the risks of infection if children have not had immunisations and ask parents to sign a disclaimer to show that they understand the possible risks.

### HEALTHY AND SAFE

Through the planned curriculum, we ensure that the issues of healthy eating, physical exercise and safety are taught. This aspect is enhanced by the many visitors to school, e.g. police officers and visitors from Childline, who talk to the children about issues such as road safety, safe people etc and in later years, drug awareness.

### SAFER RECRUITMENT AND SELECTION

The Headteacher and Senior Team ensure that all staff new to the school, including volunteers who work on a regular basis, undertake a stringent vetting procedure including enhanced DBS check, full references and medical fitness checks before taking up a post. 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 ongoing basis.

### SAFEGUARDING AND CHILD PROTECTION

Safeguarding our children 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 children. The full **Safeguarding Policy** is available on the website [www.ashbridgeschool.co.uk](http://www.ashbridgeschool.co.uk).

We encourage children and parents to talk to us or seek help if they are worried about any issues. If we are concerned about anything to do with a child we will talk to parents/guardians and may make an observation record which we would ask parents/guardians to sign. An additional form known as 'Notified on Arrival' may also be

completed by the teacher/key person and yourselves when, on arrival, you notify us of any accident or incident that has occurred at home or outside of school. Both the 'Notified on Arrival' and 'Observation' Forms include body and face maps for use where necessary. There are times when parent/guardians 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 child may be at risk of serious harm. At Ashbridge we follow the procedures, which are laid down by the government for protecting children and details are within the **Safeguarding Policy**.

For children 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.

## **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 children time to explain what the problem is and helps the issue to be resolved. Children 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 Policy are available on the website.

## **SPECIAL EDUCATIONAL NEEDS**

At Ashbridge School and Nursery we are committed to the inclusion of all children. All children 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 children are supported and educated according to their individual needs.

We recognise that some children 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 where we do all we can to meet the needs of a child who may have special educational needs (SEN) and/or disabilities, and will strive to make any reasonable and appropriate adjustments required.

Where we believe a child who attends may have learning difficulties and/or a disability that has not previously been acknowledged, we will work closely with the child's parents and any relevant professionals to establish the child's needs and to secure any action that may be required. We recognise that children with disabilities may not have SEN but may require reasonable adjustments to be made.

Where we have emerging concerns about a child and/or where a child has identified additional needs or a disability, we will find out as much as possible about the needs of the child to ensure we are able to meet them and any support the child or family to ensure the child makes the best progress in their learning and development.

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

### **COMPLAINTS**

Ashbridge is committed to working closely with parents/guardians for the benefit of the children and as such we ask that any concerns or complaints are raised with staff. See Complaints Policy on the website.

There are clear procedures in place which are available on the company website. The Headteacher will always be happy to meet with you and help resolve any issues.

### **TECHNOLOGY AND ONLINE SAFETY**

Whilst Technology and Online Safety is continually evolving, as a school and nursery we aim to empower both adults and children 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 children. Our Technology and Online Safety policy can be viewed on our website and enclosed in this pack is an Acceptable Use Policy to discuss sensitively with your child and return to school.

We all know that children thrive and are able to reach their full potential when we all work closely together. We value our continuing close partnership with our families and welcome any feedback on this and any other important aspect of the education we offer.

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

My name is ..... and I will start school on.....

I am ..... years old and I was born on.....

My home language is ..... I also understand/speak .....

### Tell me about.....

Yourself

Your family

Your interests and hobbies

The things you and your family celebrate

The things you enjoy / do not enjoy

Your most treasured possession

How you like to rest and sleep

And the foods and drinks you like

Your favourite:

Story / Books.....

Song..... T.V.Programme.....Toy/Game.....

The things you are most looking forward to when you start school are .....

# All about Me - continued

Please draw a picture of yourself / attach a recent photograph of yourself/your family.

Anything else you want to tell us?



THANK YOU

Received by..... on.....

For future use - Updated information (please note date)

**Parent/Carer Profile** (Please complete and return to school prior to your child's start date)

Tell us about your child...

Name: ..... DOB:

Their life so far, their current routines and your aspirations for their time at school and their future.

Please tell us the name of your child's Health visitor.....

Completed by:..... Relationship: .....

Date:.....



## UNIFORM LIST – 2017/2018

### 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 – green with thin gold stripe  
Grey shorts or trousers  
Long grey socks with yellow and green trim  
Black shoes  
School coat – green waterproof with school badge  
School hat – green with school logo

#### **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 – green with thin gold stripe  
Grey shorts  
Short grey socks  
Black shoes  
School cap – green with school logo

### Girls

#### **Winter (September – Easter)**

School blazer – green with school badge  
School cardigan – grey with yellow and green trim  
Gold long sleeve collared shirt  
School tie – green with thin gold stripe  
Grey pinafore  
Long grey socks or grey tights  
Black shoes  
School coat – green waterproof with school badge  
School hat – green with school logo

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

School blazer – green with school badge  
School cardigan – grey with yellow and green trim  
Yellow and white striped summer dress  
Short white socks or white tights (Infants), short or long white socks (Juniors)  
White sandals or black shoes  
School cap – green with school logo

### PE and Outdoor Education - Infants

School sweatshirt – green with school logo (Reception only)  
Green jogging bottoms (Reception only)  
School tracksuit (Year 1 and 2)  
House polo shirt  
Green polycotton shorts  
Black pumps  
White sports socks  
School PE bag or rucksack – green with school logo  
Trainers  
Wellington boots  
Waterproof jacket and trousers – navy

### PE and Outdoor Education - Juniors

School tracksuit – green with school logo  
House polo shirt  
Green polycotton shorts  
Black pumps  
White sports socks  
School PE bag or rucksack – green with school logo  
Trainers  
Wellington boots  
Waterproof jacket and trousers - navy  
Swimming suit or trunks – green or black  
Swimming hat – green with school logo (provided by school)

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

Reception – Year 4 require a school book bag and have the option of an additional rucksack.

Year 5 and Year 6 require a school rucksack.

Extra items may be required for clubs or activities, of which parents/guardians 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 Monkhouse, either through their website [www.monkhouse.com](http://www.monkhouse.com) or at their Preston city centre shop.



**TERM DATES 2017/2018**

**Autumn Term**

**Monday 4<sup>th</sup> September** – School opens for all pupils

**Wednesday 25<sup>th</sup> October** – School closes for half-term

**Monday 6<sup>th</sup> November** – School re-opens

**Friday 22<sup>nd</sup> December** – School closes for Christmas holiday

**Winter Term**

**Monday 8<sup>th</sup> January** – School re-opens

**Friday 9<sup>th</sup> February** – School closes for half-term

**Monday 19<sup>th</sup> February** – School re-opens

**Friday 23<sup>rd</sup> March** – School closes for Easter holiday

**Summer Term**

**Monday 9<sup>th</sup> April** – School re-opens

**Monday 7<sup>th</sup> May** – School closed for May Day Bank Holiday

**Friday 25<sup>th</sup> May** – School closes for half-term

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

**Thursday 19<sup>th</sup> July** – School closes for Summer holiday

*INSET Days (Holiday Care available) –*

*1<sup>st</sup> September, 26<sup>th</sup> and 27<sup>th</sup> October, 20<sup>th</sup> and 21<sup>st</sup> July*

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

Name.....

Date of Birth .....

Contact name and telephone numbers:

.....

Work:

Home:

Home address:

Alternative emergency contact:

Name:

Telephone 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.
- Ensure their child attends school presented well, in correct uniform which is clearly labelled.

### 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 .....

**Acceptable User Policy –Children in School and Holiday Care**

These rules will make sure that your child stays safe when using ICT or going online whilst at nursery or 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 accidently 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/carer)

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

Signed:.....(Child)

Print: .....(Child)      Date.....



Name of child \_\_\_\_\_

Address \_\_\_\_\_

Ashbridge Independent School & Nursery would like to take and use photographs and videos of pupils at school or nursery. These photographs or videos may appear in our printed publications and promotional materials (Brochures, newsletters, DVDs) and on our Twitter and Facebook accounts and website. They may also be sent to the news media for use in both printed and online publications.

Before taking or using any photographs or videos of your child, we need your permission. Please answer the questions below, then sign and date the form where shown. Please return the completed form to school or nursery.

1. May we use your child's photograph in publicity material produced by the school and nursery, including printed publications our website and social media?

Please circle:

**Yes / No**

2. May we use videos featuring your child in publicity material produced by the school and nursery, including our website and social media?

Please circle:

**Yes / No**

3. We regularly send publicity material about our school and nursery, including photographs and videos where appropriate, to the media, especially the local press. Can we use photographs and videos featuring your child in this way?

Please circle:

**Yes/No**

\_\_\_\_\_  
This photo and video consent is valid throughout your child's education at Ashbridge School and Nursery and once they have left, unless a written request to withdraw consent is sent to The Headteacher.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name in capitals: \_\_\_\_\_

Please return this form to: The Head Teacher  
Ashbridge Independent School  
Lindle Lane  
Hutton  
Preston  
PR4 4AQ

Signed on behalf of Ashbridge Independent School

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_



## Acknowledgement / Receipt \*

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

- Parent Profile
- Child Profile (all about me)
- Consent form for Educational Visits
- Home / School Agreement
- Acceptable Use Policy
- Photo and Media Permission
- Non-prescription medication form
- Direct debit mandate

Name of Child .....

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.....