



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.

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

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

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 positive self esteem
- Promote understanding, tolerance and celebration of all cultures within our society and the wider world
- Develop positive links between parents, children, staff and the local and wider community in order to support children's learning.

COMMUNICATION SYSTEMS

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

Our 'A Peek at Our Week', school newsletter is issued by email each Friday and as well as celebrating the work of our pupils, it keeps everyone informed about Ashbridge life, special events and forthcoming activities. Relevant news and dates are also included and we ask that parents read 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 for more information.

A full Management Meeting is held each term to review and plan school and nursery development and we also work together with parents and guardians to plan our development.

JOURNALS / DIARIES / MESSAGES

All pupils 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 and sign this daily and ensure pupils take good care of their journal as it serves as an additional record of their reading.

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

Please note:-

- Any letters, forms, return slips etc should be given to Andrea Pratt in the Pre-School and Infant building Reception.
- Messages directly for class teachers may be entered in pupils' 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 must be given at Reception on arrival or by phone.

ATTENDANCE AND ABSENCES

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

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

ARRIVAL AND DEPARTURE OF PUPILS

For safety and security the following procedures apply:-

Arrival

- Infant pupils should be taken directly to staff in Before School Care (between 7:00 am – 8:40 am) or their classroom/class teacher at 8:45 am. Pupils in the junior department are expected to be increasingly independent and, on leaving parents in Reception, may go into School Care or the playground by themselves.

Departure

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

In school further registers are taken by:

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

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

No pupil is allowed to go with any person other than those indicated at enrolment by the parent/guardian. If anybody other than the specified people calls to collect a pupil, we endeavour to contact the parent/guardian but under no circumstances will we release the pupil 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 pupil not being collected from school we will endeavour to contact parents and carers as per our Late and Non-Collection Policy. If we cannot contact parents, after one hour Children's Social Care will be contacted and we follow their procedures. Two members of staff will remain on site at all times until suitable arrangements have been made and the pupil has been collected.

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

EMERGENCY CONTACT

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

MEALS AND SNACKS

Healthy 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 pupil's needs with Charlotte Bingham Brindle or Andrea Pratt at the time of enrolment.

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

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

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

Water is offered to all pupils at lunch and snack times and pupils also have access to water throughout the day. We encourage pupils to drink water regularly as this helps to improve concentration and is vital for their health and wellbeing. Pupils 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 pupils are expected to read at home each evening and more extensively at weekends and during holidays.

Homework is compulsory and records are kept of completion and marks awarded. A homework schedule is issued at the beginning of each year and we ask that you contact your child's teacher for further details. If you or your child ever has any issues regarding the homework set then please speak to the class teacher or 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 pupils to take a pride in their appearance and ask that you help us by making sure your child is consistently well presented. Hair should be tidy, clean, neat and tied back if long. In the interests of safety, jewellery is not permitted except for simple stud 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, Top Marque Uniforms. Please ensure that all clothes and belongings are labelled clearly. Whilst we will do all we can to take care of pupils' belongings, we cannot be held responsible for loss or damage, as detailed in our terms and conditions.

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

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 their own belongings and remembers to take their book bag and coat home each day.

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

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

SCHOOL PHOTOGRAPHS

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

EDUCATIONAL VISITS AND EVENTS

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

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

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

MOBILE PHONE USE ON PREMISES BY CUSTOMERS AND VISITORS

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

Parents/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 these only contain your child or other children whose parents have given you consent in order to respect other pupils' privacy.

FEES AND PAYMENT

CURRENT SCHOOL FEE SCHEDULE: SEPTEMBER 2017 – AUGUST 2018

<p>SCHOOL</p> <p>Infant and Junior</p>	<p>Inclusive of :</p> <ul style="list-style-type: none"> • Before and After School care 7:00 – 8:45 and 15:45 – 18:00 • all meals and snacks • non-prescription medication 	<p>Annual Fees £7,800</p> <p>Termly £2,600</p> <p>Paid monthly by Direct Debit £650</p>
<p>Holiday Care</p> <p>Full day 7:00 - 18:00</p>	<p>Inclusive of :</p> <ul style="list-style-type: none"> • all meals and snacks • non-prescription medication • Trips and visits 	<p>£30 per day</p>

ACCOUNTS, FEE ADMINISTRATION and FUNDING

Fee collection is administered by our Bursars Karen Conroy and Janette Corrigan who are based at our Ashbridge on Ribble site and can be contacted on 01772 561186 or via email on karen.conroy@ashbridgeschool.co.uk janette.corrigan@ashbridgeschool.co.uk

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

Funding towards childcare costs:

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

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

CHILDCARE VOUCHERS AND TAX-FREE CHILDCARE

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

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

If you have any queries or questions regarding invoices, fees or payment methods, please contact Karen Conroy or Janette Corrigan who will be happy to help. In addition, if you do experience any difficulty with payment of fees, we ask that you contact our accounts department well in advance to avoid any necessary action being taken. Late payments are a breach of the contract signed at enrolment and in the event of late or non-payment of fees, the company reserve the right to follow procedures and ultimately exclude a child from school.

SENIOR MANAGEMENT TEAM

Ashbridge Senior Management Team consists of directors, the Headteacher and key personnel across the school. The team has extensive experience and expertise and can be contacted by phone or by email using the details below.

Name	Job title	Qualification	Email address
Mrs Karen Mehta	Headteacher	B.Ed (Hons) NPQH	head@ashbridgeschool.co.uk
Mrs Hilary Sharples	Director of Quality, Head of Early Years, Senior SENCO	Certificate of Education	hilary.sharples@ashbridgeschool.co.uk
Mrs Grace Cole	Director of Operations	BSc (Hons) MRICS, NVQ 3 Childcare	grace.cole@ashbridgeschool.co.uk
Dr Alice Turner	Director of Quality of Care	BSc MBChB (Medicine)	dr.alice.turner@ashbridgeschool.co.uk
Mrs Charlotte Bingham Brindle	Communication and Compliance Officer	BSc (Hons) PGCE QTS	charlotte.binghambrindle@ashbridgeschool.co.uk
Mrs Sandra Bentley	Infant Deputy Headteacher, Year 2 Class teacher	Certificate of Education	mrs.bentley@ashbridgeschool.co.uk
Mr Arthur Wood	Junior Deputy Headteacher, Year 4 Class teacher	BA (Hons) QTS	mr.wood@ashbridgeschool.co.uk
Mrs Andrea Pratt	Nursery Co-ordinator	NVQ 3 Childcare	andrea.pratt@ashbridgeschool.co.uk

SCHOOL STAFF

Name	Qualification	Job Title
INFANT TEAM		
Miss Hannah Seaton	BA (Hons) QTS	Reception Class Teacher
Miss Caroline Bird	BA (Hons) QTS, MA	Year 1 Class Teacher and school SENCO
Mrs Sandra Bentley	Certificate of Education	Year 2 Class Teacher and Infant Deputy Headteacher
Miss Vicky Fyles	NNEB	Teaching Assistant, Before and After School Care and Holiday Care
Miss Vanessa Roskell	NCFE L3	Teaching Assistant
JUNIOR TEAM		
Miss Adele Hodgson	BSc(Hons) QTS	Year 3 Class Teacher
Mr Arthur Wood	Ba (Hons) QTS	Year 4 Class Teacher and Junior Deputy Headteacher
Mrs Deborah Allen	BA (Hons) QTS, PGCE	Year 5 Class Teacher and Junior French Teacher
Miss Kate Penarski	BA (Hons) QTS	Year 6 Class Teacher
Mrs Nicola Livesey	BA (Hons) QTS	Support Teacher and Nursery SENCO
WHOLE SCHOOL		
Mr David Tynan	MA, PGCE	Sports Coach, Support Assistant, Holiday Care
Mrs Laura Martin	BA (Hons) Music	Music Teacher
Mr Bob Nicholson	Certificate of Education	Horticultural Manager
Mr Paul Heptinstall	BA Music PGCE	Piano and woodwind teacher
Miss Harriet Doran	BA (Hons) Music	Strings teacher

Mrs Pam Hampton	BSc (Hons) LVCM	Keyboard and singing teacher
Mr Aaron Hay	L3 Diploma Music Production	Drum teacher
Mr Pete Smith	Diploma Performing Arts	Guitar teacher
Mrs Diana Hunter	Training L3 Childcare	Before and After School Care Co-ordinator
ACCOUNTS		
Erica Isaac-Clegg	BSc (Hons), certified accountant	Business and Finance Manager
Karen Conroy	Experienced finance administrator	Bursar
Janette Corrigan	Experienced finance administrator	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 8:45 am – 3:45 pm Monday to Friday. Before School Care operates from 7:00 am each day. At the end of the school day pupils can be collected at school at 3:45 pm or alternatively they may join After School Care which operates until 6:00 pm. A large number of extra-curricular clubs are on offer after school; please see the clubs booklet for more detail.

STANDARDS AND RESULTS

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

INSPECTION

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

KEY PERSON SYSTEM

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

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

These can include but are not limited to:

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

- Passing on of information

CURRICULUM

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

In Reception class we take account of government guidelines and requirements for the Early Years Foundation Stage. The Early Years Foundation Stage (EYFS) sets out the learning and development stages for children as they grow from birth to five years. The characteristics of learning are playing and exploring, 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. Pupils benefit from experiences including enjoying the environment, music, trails and treasure hunts, creativity and arts, building dens and shelters, healthy eating, games and physical activity.

We place great value in working closely with parents to support pupils' learning and development and aim to develop practical ways in which learning experiences can be shared between school and home. For further details please refer to the section below regarding profiles and records and for additional information regarding the EYFS stages of development please go to www.gov.uk/early-years-foundation-stage or 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. Pupils are involved in productions and concerts throughout the year which offers opportunities for pupils to showcase their talents. All pupils from Year 2 to Year 6 are entered into external drama examinations.

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

All pupils have regular lessons in PHSE (as part of the Personal Development Programme), and this work underpins many other areas of the curriculum. Sex and Relationships Education is also included within the 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 teacher, Mrs Laura Martin. Mrs Martin is an experienced teacher who plans our music scheme of work and teaches each class weekly. Lessons involve Listening, Composing and Performing. Pupils in juniors all learn to play the keyboard and lessons are taught by specialist music teacher Pamela Hampton. Some pupils in Year 6 are entered for the Trinity Music Grade 1 keyboard examination.

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

Physical Education is an important element too. We have outstanding facilities for PE and Games including a large all-weather pitch which is used by all the pupils, every day. From Years 2 to 6, pupils also enjoy swimming lessons as part of their annual P.E program and we currently use the pool at a local high school. Pupils are taught by a qualified swimming instructor and we follow a syllabus where award certificates are issued at the end of the term to reward and encourage progress.

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

Ashbridge is a non-denominational school. Our beliefs are based on Christian principles and our collective worship and religious education reflects this. As a parent, you have the right to withdraw your child from 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 pupils with the opportunity to learn outside and are led by class teachers, who are all Level 1 qualified. Additionally, Miss Bird in Infants and Mr Wood in Juniors hold Level 3 Forest School qualifications.

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

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

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

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

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

PROFILES, RECORDS, REPORTS AND ASSESSMENTS

PROFILES

Enclosed in this pack 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, their personality and development. We are also interested in your aspirations for their future together with details of your views on their education received so far.

The 'All About Me' profile is for your child to complete with help if needed and forms the basis of your child's baseline assessment and individual learning journey and profile. This serves as an essential record for both ourselves and your child as they move through school. 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 if you would like to see them.

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

RECORDS

We keep many records about your child, their performance and progress. Each pupil 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 pupils' progress and attainment. 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.

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

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

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

EXTRA CURRICULAR ACTIVITIES AND CLUBS

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

All club bookings should be made by completing the booking form issued in the clubs booklet and returning to Andrea Pratt. Most requests for places can be accommodated and once pupils are enrolled in a club they are entered onto the register each term unless we are informed otherwise. Whilst many of our clubs are free of charge, fees for chargeable clubs are collected by Direct Debit along with school fees.

BEFORE AND AFTER SCHOOL CARE SERVICE

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

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 absence request form must also be completed when taking a holiday during term time as authorisation is required. Forms are available from reception and in the Parents' Area of the school website.

HOLIDAY CARE

This service is available during all school holidays and runs from 7:00 am - 6:00 pm. Information is sent out with booking forms at least three weeks before the start of each holiday period. Our Holiday 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, Behaviour Management, Exclusion, Special Educational Needs, English as an Additional Language, Curriculum, Safeguarding, Anti-Bullying, Health and Safety, First Aid and Complaints, including the number of formal complaints made in the preceding academic year, can be found on the website www.ashbridgeschool.co.uk 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 pupils, our employees, parents/guardians, 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.
- Support the school by ensuring smart, labelled uniform is worn at all times.

The child will:

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

Together we shall:

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

SUPPORTING AND SHARING LEARNING AT HOME

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

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

FIRE SAFETY AND LOCKDOWN PROCEDURES

The design and structure of our premises and the procedures in place are based upon recommendations by the Lancashire Fire and Rescue Service who 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

made aware of 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.

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

MEDICATION, SICKNESS AND ACCIDENTS

It is not our policy to administer medicines to pupils unless specifically requested to do so by parents. To have medicines administered to pupils 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 pupils carry any medication on their person, in classrooms or in bags, with the exception of inhalers for asthma and epipens, and only then, in line with supervision and agreed practices.

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

If a pupil has a minor accident this will be recorded on an Accident Form which is signed by two members of staff and the parent/guardian or person designated by the parent of the pupil on collection. If a pupil receives a 'bump on the head' then, as a further precautionary measure, a letter will be given to the parent/guardian or designated person in order that they may closely observe the pupil 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 pupil 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 pupil in our care 'going missing', either on or off the premises, we follow the detailed procedures set out in our Missing Child policy. This involves carrying out a search, contacting parents/guardians and the Police if necessary and, once the pupil has been found, evaluating why the pupil was able to go missing and putting any extra preventative measures in place if necessary.

IMMUNISATION

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

All parents/guardians need to be aware that some pupils who attend our school may not be vaccinated. This may be due to their age, medical reasons or parental choice. We do not discriminate against pupils who have not received

their immunisations and will not disclose individual details to other parents. However, we will share the risks of infection if pupils have not had immunisations.

HEALTHY AND SAFE

Through the planned curriculum, we ensure that the issues of healthy eating, physical exercise and safety are taught. This aspect is enhanced by the many visitors to school, e.g. police officers and visitors from Childline, who talk to the pupils 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 in line with government and ISI regulations. This includes checks such as an enhanced DBS check, references and medical fitness checks. Once employed or established as a volunteer, all members of the team adhere to the staff code of conduct, are continually supervised and supported by the Senior Team on an on-going basis.

SAFEGUARDING AND CHILD PROTECTION

Safeguarding our pupils is of prime importance and everyone at Ashbridge is totally committed to this. This is an area in which all staff receive regular training. Here, school and other services for children and families all work together to support the needs of pupils. The full Safeguarding Policy is available on the website www.ashbridgeschool.co.uk.

We encourage pupils and parents to talk to us or seek help if they are worried about any issues. If we are concerned about anything to do with a pupil 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 when 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 pupil may be at risk of serious harm. At Ashbridge we follow the procedures, which are laid down by the government for protecting pupils and details are within the Safeguarding Policy.

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

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

BEHAVIOUR

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

SPECIAL EDUCATIONAL NEEDS

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

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

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

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

COMPLAINTS

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

SOCIAL MEDIA AND ONLINE SAFETY GUIDELINES

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

We hope you have found the information contained in the Welcome Pack useful. If you have any further questions please do not hesitate to contact us.

Boys

Winter (September – Easter)

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

Summer (Easter – October half-term)

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

Girls

Winter (September – Easter)

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

Summer (Easter – October half-term)

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

PE Kit

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

School rucksack for PE kit – green with school logo
 Swimming trunks or suit – green or black (Y2-6)
 Swimming hat (provided by school) (Y2-6)
 Navy/green football socks (juniors)
 Base layer with
 school logo (optional – juniors)

Outdoor Education

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

Other items

School book bag (R – Y4)
 Pencil case (juniors)
 Hair accessories – green or yellow only

In addition to uniform:

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:
 Top Marque, 7a Park Road, Lytham St. Anne's, FY8 1QX, 01253 725246, www.topmarqueuniforms.com



TERM DATES 2018/2019

Autumn Term

Monday 3rd September – School opens for all pupils

Wednesday 17th October – School closes for half-term

Monday 29th October – School re-opens

Friday 21st December – School closes for Christmas holiday

Spring Term

Monday 7th January – School re-opens

Friday 15th February – School closes for half-term

Monday 25th February – School re-opens

Friday 5th April – School closes for Easter holiday

Summer Term

Tuesday 23rd 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

Friday 19th July – School closes for Summer holiday

INSET Days (Pupils not in school) –

Friday 31st August, Thursday 18th October,

Friday 19th October, Monday 22nd 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):



HOME / SCHOOL PRINCIPLES

The school will:

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

The family will:

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

The child will:

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

Together we shall:

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

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

Child..... Date

Headteacher..... Date

All about Me (Please complete and return to school)

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 -

Your favourites songs, TV programmes/films, toys and games -

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

All about Me - continued

Adults that are important in my life -

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

Anything else you want to tell us?

Received by _____ Date _____

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: _____



Acceptable Use Policy –Children in School and Holiday Care

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

- ✓ I will be responsible for my behaviour when using ICT and the internet because these rules are to keep me safe.
- ✓ I will only use ICT in school for school work.
- ✓ I will only bring in mobile devices or games consoles when I am given permission.
- ✓ I will only use the internet when a trusted adult is with me.
- ✓ I will not deliberately look for, save or send anything that could be unpleasant or upset others.
- ✓ I will not deliberately look for, or access inappropriate websites.
- ✓ If I 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.....

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 Pupil

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

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

Received by school

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