



Information Pack for parents

# Information for Parents

'Respected and nurtured for uniqueness'



# Welcome to Ashleworth C.E.

This booklet contains all the information you need for your child's start at Ashleworth C.E Primary School.

## **School Contact Information:**

Ashleworth C.E. Primary School

The Green

Ashleworth

Gloucester

GL19 4HT

Tel: 01452 700340

Email: [admin@ashleworth.gloucs.sch.uk](mailto:admin@ashleworth.gloucs.sch.uk)

Website: [www.ashleworthprimaryschool.org](http://www.ashleworthprimaryschool.org)

The School Office is open from 8.45am – 12:45pm Monday to Friday and any of our members of staff are always available to help and give advice.

## **Meet the staff:**

**Mrs Kelly** – Headteacher

**Miss Daniels** – SENCo

**Miss Barnes** – YR /KS1 Teacher

**Mrs Huggins** – YR/KS 1 Teaching Assistant & Breakfast Club

**Mrs Gobourn** – KS2 Teacher (Mon, Tues & Wed am)

**Mrs Williams** – KS2 Teacher (Wed pm, Thur & Fri) & Forest School Lead

**Mrs Benton** – KS 2 Teaching Assistant & Lunchtime Supervisor

**Mrs Malone & Miss Blackburn** – 1:1 Teaching Assistants

**Mrs Wright** – School Office Administrator

**Mrs Clarke** – After School Club

# Message from the Head Teacher

Dear Parents and Carers,

Everybody at Ashleworth Church of England Primary School is pleased to welcome you to our school.

At Ashleworth, we pride ourselves on the quality of learning and the strong family feeling and welcoming atmosphere. The children, staff and supporters of Ashleworth all feel they are part of this unique community and respect each other and the contributions they make.

We are a primary school, operated by Gloucestershire County Council, catering for children aged 4 – 11. Our original school building was built in 1842, we also have a Forest School a short walk away where the children can make fires, eat marshmallows and learn all about the plants and animals that live alongside them.

We welcome volunteer and parent helpers into school and encourage our parents to support their children's learning.

We hope this information pack will give you a real feel for our school, but as we are so unique please feel free to pop by at any time. Please do also visit our school website regularly. We would be grateful for any feedback; if you think of something that we have missed, please let us know.

We look forward to welcoming you and your child into our school. Please contact me if you require any further information.

With very best wishes

**Michelle Kelly**

**Headteacher**

## **Our School Vision**

*'to be recognised as an outstanding school that nurtures and stimulates each child, encouraging them to flourish and that their place in our diverse society'*



# Starting School

We want to make your child's experience of school happy and stimulating. We hope this booklet will give you all the information you need but if there is anything you need further assistance with, please do not hesitate to speak with a member of staff.

## Our School Day

### Arrangements for the start and end of the school day

We want to make your child's experience of school happy and stimulating. We hope this booklet will give you all the information you need but if there is anything you need further assistance with, please do not hesitate to speak with a member of staff.

**Please inform us if you have to change your collection arrangements during the day, or if you will be late collecting your child. If no one answers the phone, please leave a message.**

### Our School Day

Please bring your child to school from 8.40am, (the gate opens at 8:45am) our school day begins at 8.50am. The children will have a morning break where they may choose to have milk or water. Fruit is provided; they can bring in a healthy snack too.

Lunchtime is from 12.00pm until 1.00pm where children may choose to bring a packed lunch or have hot dinners. Hot dinners are free for all children in Reception, Year 1 and Year 2.

Our school day finishes at 3.20pm. The children will be brought out to you and are not able to leave without a designated adult.

## Our Values

Christian Values are at the heart of our school, we believe that spiritual and moral development are closely linked. It is expected that children will learn values at school throughout everyday interactions with adults and peers but at Ashleworth CofE we seek to be open about the Christian values that we teach.

Each term we focus on a new value. We learn about and get involved with that value in worship, during 'Open the Book' assemblies during class lessons and the children are all given an opportunity to assist with assemblies and even run their own worship assemblies.

Reflection time and discussions allow us to think about what we can do to ensure that value is 'lived out' throughout the school and by all members of our school family.

These are the 12 key values we learn about.



# School Uniform

All uniform is available from Monkhouse.



Their contact details are: **99 Northgate Street, Gloucester, GL1 01452 413339 monkhouse.com**

## **Our School uniform consists of:**

Grey or black 'school style' trousers / grey or

black 'school style' skirt or pinafore

White blouse, shirt or polo shirt

Royal blue cardigan or jumper with school crest

Black shoes

In the warmer weather grey or black 'school style' shorts or a blue and white checked

Summer dress

The only jewellery permitted is a watch and stud earrings.

All children require a PE kit consisting of a white or royal blue t-shirt with school crest, black or blue shorts. Black or blue tracksuit bottoms for outdoor PE and outdoor pumps or trainers.

On PE days, we ask that the children come to school wearing their PE kits.

Please ensure that all clothing is labelled with your child's name.



## School Dinners / Packed Lunches

All children in the Reception, Year 1 and Year 2 are eligible for free school meals. In KS2 (Years 3-6) meals are paid for by parents. The school office will send home menu choices every three weeks for parents to complete.

We provide the opportunity to pay for school dinners by electronic means via ParentPay, we don't accept cash/cheque for school dinners. A user name and password will be issued when your child joins the school.

Children may bring a packed lunch. We encourage the inclusion of fruit and vegetables in lunch boxes rather than too many crisps and chocolate bars. If you are proposing to buy a

lunch box, please consider choosing an insulated box or bag into which you can place a small re-freezable ice block to ensure good food hygiene especially in the summer months.

### **Drinks**

Please provide your child with a labelled bottle containing water. This is will be sent home daily for cleaning purposes.

It is also a good way for you to monitor how much your child is drinking. Children are encouraged to drink throughout the day



# Curriculum - Your Childs Learning

At Ashleworth, we deliver the curriculum through a rolling programme.

Here you will find and overview for each subject. For Key Stage 1, this is a 2 year programme and for Key Stage 2 it is 4 years.



## ENGLISH

In this technological world it is important that children of all ages learn the skills of communication. We provide many activities to develop speaking and listening skills. Shared reading is encouraged and we have a wide variety of books for reading both in school and at home.

The skills of writing are taught through our daily English lessons and the children are given lots of opportunities to apply these skills in other areas of the curriculum.

Handwriting and presentation are a focus throughout the school and children are taught spelling, punctuation and grammar.



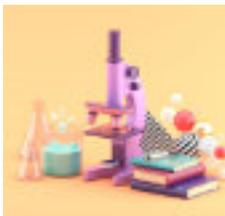
## READING

Here at Ashleworth, we teach phonics using Little Wandle. For guided reading in Class 1 we use Rigby Star. In Class 2, we use Rigby Navigator. For home reading, we use a range of schemes. We ensure that the children enjoy a range of texts that are appropriate to their age and stage. We also encourage work on comprehension through our home/school reading journal for the children in Class 2.



## MATHEMATICS

Our aim is to develop confident mathematicians and link the teaching to real life situations eg, measuring, scoring and timing. We use White Rose maths and our aim is to develop the children's mastery of maths. We do this using the 'Do It, Twist It, Solve It' approach.



## SCIENCE

Children are taught the skills of recording, fair testing and predicting results. Scientific knowledge is taught through practical hands on experience.



## MUSIC

Class music teaches children listening and performing skills, and singing is part of our collective worship. We also have a programme of whole class tuition in place. This introduces the children to a variety of instruments.



## ART

Children learn to express themselves using a variety of art media. They are taught about artists and allowed to develop an individual creative style. They are encouraged to discuss their work and look at ways of improving it.



## COLLECTIVE WORSHIP

We use 'Roots and Fruits' as a basis for our worship. The 'Open the Book' team lead a worship assembly along with the children on a Wednesday. We explore a different Christian Value every term.



## CITIZENSHIP/PSHCE

We aim to help develop confidence and responsibility whilst developing good relationships and respecting the differences between people.



## PE

Our PE coach is Mr Dan Brain.

Class 1 have a PE lesson on a Monday and Thursday afternoon. They will also have regular Forest School sessions led by Mrs Williams.

Class 2 have a PE lesson on a Monday and Thursday afternoon. Year 3 and 4 children take part in swimming lessons during the Spring Term.

We work with Prostars who work alongside staff to plan and teach lessons. They also run a series of lunchtime and after school clubs.

The children take part in a range of competitive activities throughout the year as part of work with other GloWMATCH schools. We also hold an annual Sports Day in July.

Further details on how our sports premium money is being spent can be found in the PE Sports Premium section of our website.

# What is Forest School?

Forest school is a type of outdoor education in which our KS1 children visit forests and woodland areas learning personal, social and technical skills. It has been defined as 'an inspirational process that offers children regular opportunities to achieve and develop confidence through hands-on learning in a woodland environment'.

Here at Ashleworth we are very fortunate to have access to one of our parents land which is a short walk away from the school. When taking the children to Forest School they have an opportunity to:

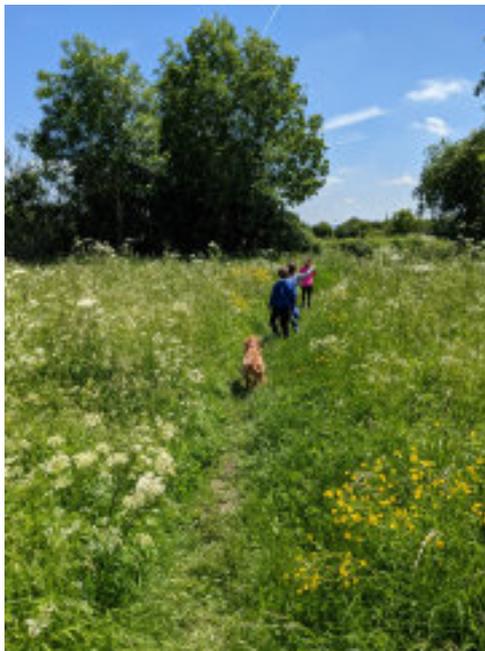
Gain experience that will encourage an appreciation, awareness and knowledge of the natural environment

Learn to respect and care for their own local environment

To abide by rules, set standards of behaviour, work cooperatively in groups and learn to respect each other

To develop children's self-esteem and self-confidence through the setting of small achievable tasks

The children also get to have fun building fires, eating marshmallows and often getting very muddy so on forest school days, get the washing machine ready!!



# Breakfast and After School Care

Our Before and After School Clubs provide our children with a safe and stimulating environment in which children have access to a wide range of activities including construction, arts and crafts and school approved computer games and board games.

Our Before School Breakfast Club is open from 8 a.m. every morning and after School Club is available Monday - Thursdays and runs from 3.20 - 5pm.

On a Monday and Thursday, Mr Brain runs an after school sports club. Some of the sports include basketball, football and dodgeball. These clubs are open to children of all ages.

Each Tuesday after school we offer a themed club which runs activities such as gardening, cooking and seasonal activities.

Themed Tuesdays are changed each term to allow for different activities.

The cost of Before School club is £4 and After School club is £5 until 4.30pm and £6 until 5pm.

**All children must be collected by 5pm.**

You will need to notify the school office if you would like your child to attend Before or After School club, forms are available on our website.

Invoices for clubs are sent out each month, all payments must be made via parent pay.



# Parents, Teachers and Friends



## **A little bit about us**

The PTFA is made up of many parents/guardians and teachers all of whom all work alongside the executive committee to help raise funds for additional resources for the School and/or organise fun events for the children to help bring their learning to life.

All are welcome and we are very grateful for your support. We would love to welcome new parents and friends. If you would like to find out more, please just ask one of the parents listed above or complete the form you'll find together with this welcome pack.

## **When do we meet?**

We try to meet quarterly or more frequently if we have an event such as a Christmas party or a community event coming up. Meeting dates are published in the school newsletter as well as on the Ashleworth Parents Facebook page. We try to alternate meeting times between days and evenings as we are aware of work and childcare commitments.

What activities have we been involved with?

**Ashleworth Show** – every year, the PTFA run the bottle tombola stall.

**Balls/Themed nights/quizzes** – we have held events at the Village Hall, where we provide a home-cooked meal and quiz/bingo/dancing with events raising between £600-£3,000!

**Other activities** – the PTFA has funded school leavers presents and end of term activities; funded transport for educational trips; purchased IPADS and reading resources, run a children's Christmas party & Easter bingo; and funded trips to the pantomime/Snow Dome to name but a few!

**Open Days** - we are there to meet with new parents who may have questions.

## **Going forward**

We meet with the School team each term so we can share ideas of how to best use the funds we have raised for the school and the children's' benefit.

## **A big thank you**

We want to take this opportunity to thank all of the committee, the School staff and all the members of our local community who give their time and support us so generously. We couldn't do what we do without you all. Thank you.

# Governors

## What are Governors?

The Governing Body works hard to support the Headteacher, teaching staff and pupils with the aim of ensuring that Ashleworth Church of England Primary School is able to provide the best possible education for our children and to prepare them for life in modern Britain.

The members that make up the Governing Body are chosen by the local authority, the community and parents. All our Governors have their own careers and responsibilities but they dedicate time to the school when they are able. Some are able to be in school on a regular basis, whilst others bring financial and legal expertise, strategic planning and more practical skills. All are hugely valued!

As well as sharing a common desire to be involved in supporting the school, the Governing Body have statutory duties by which they are legally bound. The Governing Body is ultimately responsible for all matters relating to the school including teaching and learning, safeguarding, health and safety, staffing, premises and ensuring financial accountability and sustainability. The full Governing Body meets once every half term, while sub-committee meetings consider the more specific areas of staffing, curriculum and finance.

If you have any concerns or issues that you would like to discuss, please do not hesitate to contact the Chair of Governors.

## How do Governors help children?

School governors are people who wish to make a positive contribution to children's education. Together with the headteacher they set the future direction of the school and decide how the school's budget should be spent. Governing bodies make decisions collectively on matters such as school policies and the school's development plan and act as a "critical friend" to the school.

### Categories of Governors:

**Parent Governor** - Elected by parents and carers of children at the school

**Staff Governor** - Chosen by election from the teaching and support staff at the school

**Co-opted Governor** - Appointed by the Governing Body to represent the wider community

**Local Authority Governor** - Appointed by the Local Authority

**Foundation Governor** - Appointed by the Diocese of Gloucester

As a new governor it is important that you have all the information you need to do the role properly. We have a New Governors Pack that helps with this.

You can view our website at [www.ashleworthprimary.org](http://www.ashleworthprimary.org) to see our list of current Governors.

If you are interested or would like to find out more about becoming a Governor, please contact the school for more information.

# Attendance Policy

## Equal Opportunities Statement

Ashleworth C of E Primary values diversity in their communities and is committed to providing equal opportunities for all, whether they are a job applicant, teacher, member of the non-teaching staff, pupil, parent or governor. Through equal opportunities the school will strive to provide for everyone equally, regardless of ethnic background, faith, gender, age, sexual orientation, Special Educational Needs or disability. All governing body policies will operate within and be implemented with regard to this framework.

## Aims

Our attendance policy aims to:

Support pupils and their parents/carers in the establishment of the highest possible levels of attendance and punctuality;

Ensure that all pupils have full and equal access to the best education that we can offer in order to increase learning;

Enable pupils to progress smoothly, confidently and with continuity through the school;

Make parents/carers aware of their legal responsibilities;

Ensure attendance meets Government and Local Authority targets

## Being at school

School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Parents/carers and the school staff should work in partnership in making education a success and in ensuring that all children have full and equal access to all that the school has to offer. As a school, we will encourage parents and carers to ensure that their child achieves maximum possible attendance and

that any problems that prevent this are identified and acted on promptly. It is the responsibility of parents to ensure that their children arrive at school on time in line with school playground procedures and return home safely.

## We expect that all pupils will:

Attend school every day;

Attend school punctually;

Attend appropriately prepared for the day.

## We expect that all parents/carers will:

Ensure regular school attendance and be aware of their legal responsibilities.

Ensure that their child arrives at school punctually and prepared for the school day.

Ensure that they contact the school on the day of absence or if known in advance, whenever their child is unable to attend school.

Contact school promptly whenever any problem occurs that may keep their child away from school.

Notify the school of any home circumstances that might affect the behaviour and learning of their child.

Notify school immediately of any changes to contact details.

## We expect that the school will:

Provide a welcoming atmosphere.

Provide a safe learning environment.

Provide a sympathetic response to any child's or parent's concerns.

Keep regular and accurate records of AM and PM attendance and punctuality, monitor individual child's attendance and punctuality.

Contact parents when a child fails to attend and where no message has been received to explain the absence.

Follow up all unexplained absences to obtain explanations from parents. Although parents may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body may be requested.

Encourage good attendance and punctuality through a system of reward and recognition.

Inform parents of the % attendance of all pupils.

Make initial enquiries regarding pupils who are not attending regularly.

Refer irregular or unjustified patterns of attendance to Education Welfare.

### **Registers, Punctuality and Lateness**

Punctuality to school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other pupils in the class. It is paramount therefore that all pupils arrive at school on time. By law, schools must take a morning and afternoon register and record the attendance or absence of every pupil. Registration takes place at 8.50am and pupils who arrive after 9.10am will be recorded as late to school.

Registers close at 9 am and after this lateness is recorded as an unauthorised absence.

Afternoon registration is taken at 1.00pm.

Persistent lateness by a pupil will be dealt with by the headteacher. Pupil's attendance and punctuality is recorded on their report and will be passed on to future schools as necessary.

### **Pupil Leaving During the School Day**

During school hours the school staff is legally in loco parentis and therefore must know where the pupils are. Whenever possible, parents should try to arrange medical and other appointments outside of school time.

Parents are requested to confirm in writing, by letter or email, the reason for any planned absence, the time of leaving, the expected return time. Pupils must be signed out when leaving the school and be signed back in on their return.

Where a pupil is being collected from the school, parents are to report to the school office before the pupil is allowed to leave the site.

### **Leave of Absence**

In line with the Government's amendments to the 2006 regulations, holidays during term time will NOT be authorised.

The Headteacher and Governors have determined that: in exceptional circumstances permission may be authorised.

Where leave of absence in term time is due to exceptional circumstances, an application, in writing, must be made for consideration by the Headteacher on behalf of the school governors. Parents will be notified within 5 days of receipt of the application if the leave of absence has been granted.

If leave of absence is taken without prior authorisation by the school, it will be recorded as an unauthorised absence and the Local Authority may be informed.

### **Penalty Notices**

Penalty Notices can be issued for unauthorised leave and may also be issued if a parent/carer fails to ensure regular school attendance.

The Headteacher and Governors never take such action lightly and would far rather work with parents/carers to improve attendance without having to resort to any enforcement actions.

The school communicates with parents in writing when a child's attendance becomes a concern and is happy to discuss strategies to make improvements.

# Illness and Medicines

If your child is unwell at school, you will be contacted to make appropriate arrangements for their care. We keep a register of emergency contact information for all children. Please keep us up to date with any changes.

If your child needs to take prescribed medication during the day, you should take it to the school office where you will need to complete a consent form for its administration. We are not allowed to administer unprescribed/over the counter medication of any kind and children must not bring in medicines or cough sweets.

You should always consider carefully whether it is wise for your child to be attending school during a period of illness and be aware that staff cannot be held responsible for ensuring that children receive their medication as required. That said, most of our staff have received basic first aid training.

Please also refer to Health Protection Agency website for guidance on the spread of infections and the recommended period of time to keep your child away from school in the event of an illness.

Children with specific medical conditions are supervised as appropriate, following discussions with parents and paediatric nurses. If you have any anxieties, we can arrange for you to meet our staff who will work with you to develop an individual healthcare plan.



# Additional Information

## Free School Meals

You could be entitled to Free School Meals and a clothing allowance which can pay towards your child's school uniform and dinner. Please visit the following website:

**<https://www.gov.uk/apply-free-school-meals>**

to see if you are eligible from FSM, if you do need any further information, please contact the school and we will be able to give you any advice on how to go about claiming.

For the academic year 2022-23, all Reception and Key Stage 1 children will receive a free hot meal at lunchtime.

## Milk

Free milk is provided in school for children in Reception year up to their 5th birthday. After this, parents have the option to continue receiving milk at a cost of 22p per day. Free milk is also provided to children in Year 1 and 2 who are eligible for free school meals.

Parents can pay for milk for their children.

## School Text Service

Ashleworth offer a service that provides communication to parents/carers via their mobile phone. For example, if the school is closed because of snow, parents/carers are informed by text. This service is also used to send out text reminders to parents/carers on school activities, extra-curricular activities, events and educational visits.

**N.B.** This only works effectively if parents keep us up to date of any change in mobile phone numbers.

## School Website

Our school website contains all the information you will need to know about the school, from our safeguarding policies to our latest Ofsted reports.

The school calendar will keep you up to date with term time dates and inset days and we also list any other diary dates you may need to know.

For all information on Ashleworth CofE Primary school, please visit:

**[www.ashleworthprimaryschool.org](http://www.ashleworthprimaryschool.org)**

## Reading Parents

We are always very pleased to hear from any parents who can spare a morning or afternoon to hear our children read. Please contact the school office if you would be interested in helping out.

## Weather

Please ensure your children come to school with a coat in cold/wet weather and sunscreen, sunhats, to be brought in as necessary.



**Ashleworth C.E. Primary School**  
**The Green**  
**Ashleworth**  
**Gloucester**  
**GL19 4HT**

**Tel: 01452 700340**

**[admin@ashleworth.gloucs.sch.uk](mailto:admin@ashleworth.gloucs.sch.uk)**  
**[www.ashleworthprimaryschool.org](http://www.ashleworthprimaryschool.org)**