

Ashgate Primary School



School Prospectus and Handbook for Parents

This document is a guide and signpost of key information for parents. Detailed policies, guidance and support materials are available on the school website or on request.

Document updated May 2025



Ofsted Inspection June 2023

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Welcome from Mr Sargent and Mrs Forte, Co- Headteachers



We extend a sincere welcome as you consider Ashgate Primary School for your child's education. As Co-Headteachers, we are pleased to present this prospectus, designed to provide prospective parents, carers, and pupils with comprehensive information regarding our school. We trust that you will find this document a valuable resource, and we encourage you to retain it for future reference.



For supplementary and additional information, we direct your attention to our school website, where you will find governor-approved policies and pertinent guidance issued by the Department for Education (DfE).

About Ashgate Primary School:

Ashgate Primary School is an inclusive and dynamic institution dedicated to providing an enriching environment for both learning and professional development. We serve the educational needs of pupils within our immediate catchment area and, where capacity allows, those from the surrounding locality.

Furthermore, our school is a co-educational establishment catering for children aged 4 to 11 years. Our operational policies and educational practices are informed by Derby City Council and are subject to ratification by our dedicated Governing Body, which comprises representatives from the Local Authority, the local community, parents, and our teaching staff.

Our Commitment to Learning and the Progress of Everyone:

It is our firm commitment to ensure that each pupil experiences both engagement and intellectual challenge in their academic pursuits. Our teaching professionals employ a diverse range of pedagogical strategies, utilise their extensive skills, and integrate contemporary learning resources to achieve this aim.

Moreover, we acknowledge the unique requirements of every child. We provide tailored support in academic, social, and physical domains for those who require it, consistently placing the individual needs of the child at the forefront of all decision-making processes.

Our overarching objective is to ensure that pupils find their time at school fulfilling and benefit from a vibrant curriculum that is both relevant to their lives and purposeful in its design.

Nurturing Holistic Development:

As Co-Headteachers, alongside our committed staff and supportive Governing Body, we firmly believe that a comprehensive education transcends mere academic attainment. While we note with pride that our pupils frequently exceed national and Local Authority benchmarks in statutory

assessments, we also recognise the school's broader responsibility in fostering comprehensive child development.

Through our strong affiliations with the Local Authority and feeder nursery schools, the unwavering dedication of our staff, our established pastoral care frameworks, and our continuous pursuit of improvement, we collaborate to cultivate the full potential within each child.

We are dedicated to preparing our students for their future roles within society. Importantly, we strive to acknowledge and celebrate a wide spectrum of achievements, extending beyond those quantifiable by conventional metrics.

Contacting Ashgate Primary School:

Should you have any inquiries regarding Ashgate Primary School, we encourage you to contact us directly. We are available to discuss our school with prospective families.

We both look forward to the prospect of partnering with you in your child's educational journey at Ashgate Primary School.

Mr. P. Seargent B.Ed (Hons) NPQH

Mrs W. Forte BA (Hons) PGCE, National Award for Special Education Coordination (NASENCO)

Welcome from the Chair of Governors

On behalf of all members of the Governing Body at Ashgate School, I would like to welcome you and your child to our school.

The Governing Body is responsible for the strategic direction of the school, monitoring and evaluating the school's development, and overseeing the use of the school's resources and premises. In carrying out these responsibilities, Governors often visit the school to see how the children are getting along, and we always feel extremely impressed and proud of the achievements of our pupils.

The members of the Governing Body work closely with school staff, parents, carers and pupils to ensure that our school offers the best opportunities for every pupil. We are firmly committed to ensuring that every child achieves their full potential.

I am always pleased to hear from parents and carers. Any comments or suggestions you would like to make about the school can be sent to me through the School Office.

Finally, I would like to thank you for choosing Ashgate School, and I sincerely hope that you and your child thoroughly enjoy being part of our school community.

Mr Drew Keavey (Co Chair of Governing Body)

Leaders have constructed a curriculum with high academic ambition. They are determined to ensure that all pupils, particularly pupils with SEND, experience a broad curriculum. They are addressing the learning gaps that many pupils developed due to the pandemic. Ofsted June 2023

Ofsted Grading

In 2023, the school received a full Section 5 Ofsted Inspection. The school was graded as 'Good' in all aspects of its provision.

Pupils feel happy and safe in Ashgate Primary School. They know that teachers have high aspirations and want the very best for them. Staff are determined that all pupils, including pupils with special educational needs and/or disabilities (SEND), are 'moving forward and aiming high'. Ofsted 2023

A copy of the full report is available on the school website.

Home>Key Information>Ofsted.

General School Information

Ashgate School site was opened on this site in 1897 and there are generations of families in our local community who have attended the school. Although originally a 'Board School', with separate Infant and Junior Schools, it became a primary school setting in 1999.

Our school is *maintained* by Derby City Council and is non-denominational, having no affiliation to any religion. Pupils of all faiths and none are welcome at the school.

At the time of printing, we have 315 pupils on our school roll, reaching our capacity.

The area within the school boundary has been designated a no-smoking zone (including e-cigarettes). Dogs are not allowed anywhere on the school campus.

Teachers have strong subject knowledge. They use questioning effectively to check that pupils acquire the knowledge that they need. Leaders ensure that teachers access high-quality training and development. Staff appreciate these opportunities. Ofsted 2023

How are admissions managed and how do I apply?

Parents & carers have a right to express a preference for the school they wish their child to attend. If a child lives in the catchment area for this school, they will have priority for a place.

All admissions to the school are dealt with by Derby City Council.

If your child is joining the school at the start of Early Years Foundation Stage (EYFS / Reception), there will be opportunities arranged for both you and your child to visit us to meet our staff and learn more about life at the school. If your child is joining the school after the start of EYFS, you and your child are very welcome to come and look around the school and meet the staff. Please contact the School Office to arrange an appointment.

The admissions team at Derby City Council can be contacted in the following ways:

mail:	primary.admissions@derby.gov.uk
Post address:	Primary School Admissions The Council House Corporation Street Derby

	DE1 2FS
Phone:	01332 642728
Minicom:	01332 640666

School Hours

Children are taken into school for the start of the school day at **8.45am**.

Staff members are on the playground from 8.35 am. Children should not be on the site before 8.35 am unless they are supervised by an adult. We strongly advise that children remain accompanied by an adult until the school opens at 0845. Some older children (for example in Years 5 and 6) may be permitted by their parents to come to school independently, however, staff will not be directly responsible to these children until they enter the school building and are registered.

A bell is sounded to announce it is time to line up. On hearing the bell, parents are asked to leave their children in the line and stand away from the lines so that staff can prepare their children to enter the school building. On the Key Stage 2 playground, a yellow dotted line marks an area for parents to stand behind, allowing children to move with their teachers to their designated classrooms.

Children in EYFS (Early Years) enter the school building by lining up outside of their class doors.

Staff will direct any late arrivals to the school reception should a child arrive when their class have entered the school and the gates are closed.

Safety first: Collection.

- **Supervision Before School:** For the safety and well-being of our students, we require that all children are accompanied by a responsible adult until the school building opens at 8:45 AM.
- **Independent Arrival:** Parents or guardians of older students (typically those in Years 5 and 6, but not usually younger) may grant permission for their child to travel to school independently. However, please note that school staff will not assume direct responsibility for these students until they enter the school building and are registered.
- **Independent Departure:** Similarly, parents and carers may choose to allow their children to walk home from school unaccompanied.

Written Consent is Required: If you wish for your child to travel to or from school independently, we require written consent. A permission form for this purpose is available from the school office.

Without Written Consent: If a child informs a member of staff that they have permission to walk to or from school independently and we have not received the necessary written consent, staff may need to contact a designated adult to collect the child.

School's Right to Refuse Permission: Please be aware that the school reserves the right to deny permission for a child to travel to or from school independently if there is a legitimate concern regarding their safety or well-being.

Registration takes place twice a day, at 8.50 am and 1.10pm.

The school gates are locked for security at 8:50 am. Any parents not off-site by this time, or if there are people still arriving at the school, the main reception will be the only point of entry and exit. This is for safeguarding reasons.

Collection of children at the end of the school day

The school day ends at 3:20 pm

The children are escorted out of the building by their teacher at the end of the day and wait in the playground if they are being collected. If their parent does not arrive, as expected, they must come back into the building and wait at the School Office. Please telephone the school if arrangements for the collection of your child have to change during the day.

IMPORTANT note on collecting your child.

If you have a person who you are happy to have collect your child, other than yourself, you must inform the school. Staff will not release a pupil to a non-designated adult without confirmation in writing or verbally with the parent /carer.

What happens if we are late at the start of the school day?

Parents who bring their child late to school report to the school reception where you will be required to complete a 'late entry to school' form. This form enables the school to track patterns, identify families for whom support may be appropriate and secure an audit trail of who is in and off the school site.

PLEASE DO NOT ATTEMPT TO AVOID THE SCHOOL RECEPTIONISTS IF YOU ARE LATE. Staff will not allow entry to the school unless your late arrival is recorded as prescribed. Office staff have clear direction from the Headteacher and are acting under his or her direction; please respect them. Attempting to avoid the reception area will only delay entry to the school building and place the fire safety regulations and the well-being of your child at risk.

Attendance, Absences & Punctuality

All schools are required to monitor attendance, as unauthorized absences have to be declared and published.

If your child is absent from school due to illness or another permissible reason, a telephone call explaining the reason is required, on the first day of absence. Parents must recognize that any significant level of absence is disruptive to the individual child's education and social progress.

Absences for which no satisfactory explanation is supplied have to be recorded as **unauthorized**.

Where a child's attendance or persistent lateness gives a cause for concern, parents are contacted and the Educational Welfare Officer from the Local Authority is alerted. It is the responsibility of parents to ensure that their child is not late for school. If you need to withdraw your child from school during the day (eg for an urgent medical appointment), please contact the School Office to make arrangements. At the time of collection, you must come to Reception and sign your child out. Under no circumstances will children be released from school during the day without an adult.

Do the children get a break time?

There is a fifteen-minute break during the morning session. EYFS and Key Stage 1 pupils have an additional break in the afternoon of no more than 10 minutes.

Before and After School Provision

We understand that providing convenient childcare options for our families is important. Unfortunately, our school does not currently offer on-site before and after school care.

We are pleased to inform you that we have a partnership with an external, Ofsted-registered provider called School's Out. Although they are not affiliated directly with the school, they do provide care for many of our children and collect and drop off daily

It's worth noting that the school did previously provide on-site before and after school provision. However, due to a lack of consistent uptake, this service was not financially viable or sustainable and regrettably had to be closed.

Currently, the government is exploring ways to support schools in providing more accessible and affordable before and after school care in the future. However, these initiatives are not yet in place across the UK, and our school is therefore unable to reinstate an on-site service at this time.

Registering for School's Out, before and after school care.

To submit a request to attend or for further information, contact School's Out directly on:

07984 908836 or visit their website on
<https://www.schoolsoutclub.com/contact-us/>

School's Out offer wraparound childcare meeting every parent and carers needs: before and after school/nursery, teacher training days/snow days and all school holidays for 3-14 years in the Derby and Derbyshire area.

Locations for breakfast & after school clubs

- **Allestree** – St John's Methodist Church Hall

- **Kilburn** – Baptist Church
- **Mickleover** – The Hub, Brookfield Primary, The Hollow, Mickleover, DE3 0BW
- **Duffield** – Emmanuel Community Church, 32 Chapel Street, Duffield, DE564EQ

School's Out is open at 7am and they welcome children with the option to have breakfast with their friends and enjoy many play opportunities which have been set up for them to play and have fun before leaving for school either on one of our five fun buses or on foot for our walking schools. (The same applies at the afterschool clubs.)

A light tea and drinks are provided for the children which includes snacks such as pizza, wraps, beans or spaghetti on toast etc. These are all accompanied by a selection of fresh fruits and vegetables.

Children at our afterschool clubs also get the chance to join in exciting planned activities each evening these may include parties & discos, baking, fun science experiments, arts & crafts projects, sports, growing & nature activities plus many more. School's Out clubs close at 6pm.

To arrange care for your child, you will need to **contact School's Out directly** using the contact details provided above. They will be able to provide you with information on their registration process, availability, fees, and any other questions you may have.

While the provision is not on our school site, we have chosen to partner with School's Out due to their excellent reputation and commitment to providing a safe, fun, and stimulating environment for children. We hope this off-site provision offers a valuable solution for families requiring before and after school care.

Requesting term time absence

Changes to Department for Education (DfE) guidance and legislation regarding 'in-term holidays' were changed in 2013.

Parents are legally responsible for ensuring their children receive education in accordance with section 7 of the Education Act 1996 and if on a school roll that they regularly attend school.

Can the Headteacher authorise my holiday?

The Headteacher **cannot** and will not authorize school absence solely for the purpose of a family holiday. There may be many reasons for which a family may *wish* to plan a holiday in term time, including restrictions at work or financial opportunities, however, these do not override the constraints placed on Headteachers not to authorize 'family holidays'.

I want to take my child out of school at term time, and I think my reasons are exceptional. Can the school help?

There is a discretionary power held by Headteachers to authorize absence in '*exceptional circumstances*'. Although the DfE does not define 'exceptional', circumstances may include, for example:

- Service personnel returning from a tour of duty abroad where it is evidenced the individual will not receive any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- To attend a wedding or funeral of a person close to the family.

Please note: a family holiday is not an exceptional circumstance.

We advise that you do not plan for your child to be absent from school without gaining prior agreement from their school

If a request meets the above exceptional circumstances but falls within the following times, the Headteacher must be convinced that absence from school is the only option:

- 1) The first half term of any academic year (applies to all pupils)
- 2) Year six transition day (for pupils in year six only)
- 3) SATs week (for pupils in years six)
- 4) At any time other time specified by the school which is identified to parents before application.

How long will I be given under exceptional circumstances?

Exceptional circumstances can only be authorized for the period in which the exceptional circumstance occurs and will not be extended beyond the minimum time required to attend. For example, the attendance at a funeral of a close family member may be authorized for the day of the event and time taken to travel. Any other time, before or after the event, will not be authorized. This includes events 'overseas'.

What else may impact authorization?

The Headteacher will not authorize absences if they believe it is to the detriment of a child's education or if they have concerns that attendance is already a concern.

I forgot to inform the school that my child would be absent, can it be authorized on return?

The Headteacher will not retrospectively authorize absence from school.

What else do I need to know?

If your request is authorized, you are required to ensure your child catches up on any missed school work.

This is your responsibility and the school are not obliged to provide work for your child to complete under such circumstances

What happens if I either take an absence without requesting it or if I do not abide by the judgment of the school?

Any unauthorized absence will be recorded on your child's attendance records which will be submitted to the Local Authority. This may result in legal proceedings against you, either through a Penalty Notice or the Magistrates' Court.

If your request is declined, and you still take your child out of school, each parent within your household will be issued with a £60 penalty notice for each child you have taken out of school. If a penalty notice remains unpaid after 21 days it will increase to £120. If after 28 days it remains unpaid you may be summonsed to appear before Magistrates to explain why your child has unauthorized school absences and you may be liable for a fine of up to £1000.

How do I apply for 'Exceptional Circumstances / in-term absence'?

If you feel you have an exceptional circumstance you must complete an 'Exceptional Circumstances – In term absence request' form, which will be reviewed by the Headteacher. In addition, you may also be required to speak to the Headteacher.

Note: You may be requested to provide evidence to support your application.

Collective Worship (Assembly)

In line with the legal expectations for schools, we hold daily acts of collective worship. These are of a broadly Christian nature, but other religions are also acknowledged and represented.

Parents may request that their child or children be withdrawn from collective worship, or when religious instruction is given. Requests must be made in writing. If written confirmation is not submitted, children will attend collective worship.

School meals

Parents may buy a prepared hot meal for their child at lunchtime or send their child with a packed lunch. Meals are prepared on-site in the school kitchen. The emphasis is on healthy food. Salad and fresh fruit are always available.

At the time of publishing, school dinners cost £2.50 per day (£12.50). Dinner money is payable via our online system Scopay. Payments should be made daily, weekly or monthly. If at any point your child wishes to change from school dinners to sandwiches or vice versa, then you should inform the School Office, **giving two week's notice**.

Themed lunches are held for children regularly, eg World Book Day, St Georges Day, etc. Information is sent out in advance of these special days and all children are allowed to participate, whether they normally have a school dinner or a packed lunch.

Pupils in Reception, Year 1 and Year 2, are currently eligible for a free meal under the government 'Universal Free School Meals' scheme. This is different to the Free School Meals scheme parents apply for.

If you are in receipt of Income Support, Child Tax Credit or Job Seekers Allowance, you may be eligible for free school meals. Please contact the School Office if you think that you are eligible, and they will supply the forms required. This information is met with the utmost confidentiality.

It will greatly assist the school to know if you are eligible for free school meals, whether taken or not, as this does affect the financial support that the school is able to receive from the Government, in the form of the Pupil Premium. Any additional funding received is used to support pupils' learning and provide additional opportunities.

How to access the SCOPAY payment system (payments to school).

Parents can typically access SCOPAY, the online payment system used by schools, through the following methods:

1. Initial Registration via Link Code:

- **Access Letter/Email:** When your child joins a school that uses SCOPAY, the school will usually provide you with a unique link code. This code is essential for the initial registration. It might be sent home in a letter or via email.
- **SCOPAY Website or App:** Go to the SCOPAY website (<https://www.scopay.com/>) or download the free SCOPAY mobile app from the App Store or Google Play.
- **Register as a New User:** On the website or app, you'll find an option to "Register as a new user." Click on this.
- **Complete Registration Form:** You will need to fill in a registration form, providing your email address and creating a password.
- **Enter Link Code:** You will be prompted to enter the unique link code provided by the school. This code links your account to your child.
- **Verify Email:** After registering, you will receive an email with a verification link. Click on this link to confirm your email address. You won't be able to log in until you've done this.

2. Logging In After Registration:

- **SCOPAY Website or App:** Once your account is set up and verified, you can log in via the SCOPAY website (<https://www.scopay.com/login.html>) or the mobile app.
- **Enter Email and Password:** Use the email address and password you created during the registration process to log in.

The Pupil Premium

The Department for Education provides an additional £1480 to the school for every pupil who is entitled to free school meals. This is referred to as the Pupil Premium and must be applied for by parents.

Parents in all year groups, especially in Reception and Key Stage 2 are encouraged to apply for Pupil Premium as it greatly supports the wider school as well as individuals.

Important: Children in EYFS and Key Stage 1 **still need to apply for free school meals**, even though they receive Universal Free School Meals, in order to benefit from the Pupil Premium.

People often see the Pupil Premium as 'Free School Meals' when, as we have shown, the reality is much more than that. By signing up for Pupil Premium funding, you will have a direct impact on improving the education of both your child and those across the school **for the next 6 years.**

Funding Streams and the Pupil Premium – how we use the money from Free School Meal Applications

Regularly, our Pupil Premium children attained higher than the expected progress measures in core learning areas:

- 1:1 tuition/group interventions.
- Learning Support Assistants (Teaching Assistants).
- Employment of a Learning Mentor.
- Recruiting Specialist Support including school counselors and psychology support for our most vulnerable.
- Provision of individual and group support programmes in English, phonics and mathematics.
- Pupil Nurture Groups - 'The Hive'.
- Specific Training for staff on Autism, dyslexia, bereavement and many other specialist skills.
- Reduced school trip costs.

As you can see, the bulk of our funding goes to provide a wide range of support and as such is a key source of funding for the school. Without the funding, this support will go.

All children benefit, directly or indirectly from the Pupil Premium

It is highly likely that your child is or will be supported by one of these strategies directly, or indirectly. All classes at Ashgate Primary School have a Learning Support Assistant (LSA) available to help your child. This in itself is an example of how your child benefits. If an LSA is supporting a group of children, then that means the teacher has more time for your child. **DON'T LOSE YOUR CHILD'S LSA.**

Avoid the Universal Free School Meal Trap!

Just because you get a free school meal (especially in Early Years and Years 1 & 2), doesn't mean you don't need to apply for one.

People often see the Pupil Premium as 'Free School Meals' when, as we have shown, the reality is much more than that. By signing up for Pupil Premium funding, you will have a direct impact on improving the education of both your child and those across the school **for the next 6 years.**

Is my child eligible?

You are eligible for Pupil Premium funding if you receive any of the following:

- Income support
- Income-based jobseekers' allowance
- Income-related employment and support allowance
- Support under Part IV of the Immigration and Asylum Act 1999
- The guaranteed element of state pension credit

- Child tax credit, provided that you are not also entitled to working tax credit and have an annual gross income of £16,190 or less
- Universal credit

You are also eligible if your child:

- Defined in the Children Act 1989 as one who is in the care of, or provided with accommodation by, an English local authority
- Children who have ceased to be looked after by a local authority in England and Wales because of adoption, a special guardianship order, a child arrangements order or a residence order
- Has a parent who is in the armed force.

If you think you may be eligible for Pupil Premium funding, please contact the school office. We will happily discuss this with you and even fill the forms in on your behalf. Or if you would like us to check, complete the attached form.

Inclusion for all: Special Educational Needs and Disabilities (SEND)

The leadership of the provision for pupils with SEND is expert. Pupils with SEND receive impressive support, particularly in The Hive. Pupils with SEND thrive at school. Ofsted 2023

Ashgate Primary School is a mainstream, fully inclusive school, where all classes are of mixed ability and teachers provide work that is suitably adapted to match the ability of each child. This is achieved through the effective deployment of a wide range of staff, resources and materials.

Sometimes children do not make progress at the rate expected for their age and they may need help in specific areas. The School identifies these pupils as early as possible so that more support can be given to them. As well as our experienced and committed teacher team, we also have several Teaching & Learning Assistants who are able to work with individuals or groups to provide specific help. The names of these pupils are recorded on the School's Special Educational Needs Register. Together with the SENCO, the teacher writes a Personal Support Plan, which is shared with the parents, Teaching & Learning Assistant and with the pupil themselves. This sets out the next steps to be taken to help the child progress.

Although we do our best to provide the necessary provision from within school, it is sometimes necessary to ask for additional support from outside agencies such as the Educational Psychology Service, Behaviour Support Team or School Health Team. If this should occur, you would be kept fully informed at all times.

If your child has Special Educational Needs or Disabilities (SEND) the school follows the Code of Practice to ensure that inclusion is achieved and progress is made. Parents will be made aware if their child is placed on the 'Special Educational Needs Provision Map' and will have the opportunity for an informal meeting with the class teacher and/or the Special Educational Needs Co-ordinator (SENCO), to discuss the type of provision that can be put in place.

Please read our Parents Guide to SEND and our SEND Provision Report for more information, or call in to speak to a member of staff.

The member of staff responsible for Special Educational Needs provision in school is: Mrs S Patrick

Contact: 01332 343928 or senco@ashgate.derby.sch.uk

"The staff are amazing. My child has only attended this school for short time and the progress she has made is amazing. So happy!"

Y3 Parent QA Feedback

March 2023

"I am happy that my son is in this school. I know that my son will develop from school."

Y2 Parent QA Feedback

March 2023

'I could not thank you enough for all the help and support you have given my over the years.'

Y5 Parent QA Feedback

March 2023



this

family

The School Council/Wellbeing Ambassadors

Pupils are respectful to each other. They wholeheartedly welcome visitors to the school. Relationships with adults are warm and positive. Bullying is rare. Pupils learn about the different kinds of bullying and harassment. They said that they have many staff to turn to in school if they have a problem. They express great trust and confidence in their teachers. Ofsted 2023

The School Council is an elected group of children who discuss issues that are relevant to them. The children set their own agenda for this. Issues are debated and meeting notes recorded. Suggestions for action are put forward to the Headteacher and the Governors. The School Council has been involved in:

- Decisions about school and playground rules
- The appointment of a new Headteacher
- Changing the school uniform and the school logo
- Fund raising ideas for charities.

The school also ensures that children are taught how to support one another through the election of wellbeing ambassadors. These pupils have a key role in the school, supporting pupils to feel safe and happy and communicating effectively with school staff to ensure that the 'pupil voice' is heard and acted on.

Parents & School

We value good communication with you and if you have any concerns we invite you to talk informally to your child's class teacher at the end of the teaching day. If you prefer, you can make a more formal appointment with the class teacher, member of the senior leadership team or Headteacher.

All parents are encouraged to play an active part in the life of the school. Throughout your child's time at Ashgate Primary School, we very much welcome your assistance with reading, crafts etc. If you have expertise in a particular area and would like to help, please contact your child's class teacher.

A number of events are arranged throughout the school year, which parents are invited to attend. Some examples of these events are Sports Day, end-of-term performances and a meeting for Year 6 parents to provide information on SATs.

We send out regular notices to share information and provide dates for your diary. Please check your child's book bag regularly. Copies of all letters issued are available at the School Office and on the school website.

Also, we use a texting service run by "Teachers 2 Parents". This allows us to text parents/carers with important information; so it is essential to keep the school informed of any changes to your mobile phone number.

If you believe that you are not receiving text messages, please check with the school office that the number we have on record is up to date.

*Leaders are committed to improving the life chances of pupils. Parents and carers value these efforts.
Ofsted 2023*

Parent/Carer & Teacher Consultations

Parents' Evenings are held twice a year (September/October & March/April), when parents can meet teachers to discuss their child's progress. Our annual written reports are provided in the summer term and parents/carers are offered the chance to discuss reports further should they so wish.

Transfer through Key Stages

Children move through Key Stages 1 & 2 and finally into Secondary School – Key Stages 3 & 4. We work hard to ensure that this takes place with as little disruption as possible. Before each transition takes place, we ensure that parents meet with teachers of each Key Stage to discuss the sort of changes the children will experience. This helps them to settle in quickly to new expectations and routines.

Safeguarding

The arrangements for safeguarding are effective.

Leaders and the learning mentor play a significant role in keeping pupils safe. Their work to keep the 'dialogue open' helps to ensure that pupils and their families have someone to turn to if they need help. They are described as a frontline service for their community. Ofsted 2023

The school complies with the policies and practices of the Derby City Safeguarding Board and records concerns regarding children's well-being which may be shared with appropriate third parties.

The school has a legal duty to inform Social Care (formerly known as Social Services) if there are any concerns about a child's safety, or if the school believes that the child may have been subjected to ill-treatment, neglect or any other form of abuse. Pupil well-being is of paramount importance and staff members have a duty to report concerns in accordance with the school's Child Protection Policy.

Where a referral to Social Care is submitted, the school is not required to inform the parent or carer if it is felt that doing so may place a child at risk of hindering any investigation.

Security

The school endeavours to maintain a high level of security around the premises. All visitors, including parents, should use the main reception entrance and are required to sign in via the visitors' signing in system and wear a visitors' badge, if they are entering the school building.

General Data Protection Regulations (GDPR)

The school is registered with the Data Protection Registrar. Basic information about pupils is held on the school computer system, to assist with the efficient organisation of the school. It is vital that the School Office is informed of any changes to a pupil's personal details, eg address, home telephone number.

In 2018, GDPR regulations were introduced and all establishments were required to ensure safe and compliant protocols for data use. With this in mind, parents MUST complete the GDPR permissions form before their child starts school.

Strict security measures are in place to ensure that information held remains confidential and can only be accessed by authorised members of staff.

Access to Documents

Parents/carers have the right to view information about their child. Requests for copies should be made in writing and photocopying may be charged for. National Curriculum documents and school policies are also available for parents. We are happy to answer questions relating to any of these.

Under GDPR regulations, parents have the right to have data amended / erased if it is inaccurate. The policy for this can be found on the school Website. Should you believe that the school is

holding data that is inaccurate or out of date, please contact the office.

Policy on Charging for School Activities

In order to give the children a wide range of experiences, we enrich the curriculum with activities that sometimes incur extra expenses. Examples include cooking, visits of music and drama groups, educational visits and craft work. The school invites parents/carers to make voluntary contributions to cover the cost of these activities. A slip confirming parents' willingness to contribute will be given to the pupil to take home and this must be returned, signed, before bookings can be confirmed. If we do not cover the cost by means of voluntary contributions, we may have to cancel the activity. Where there is genuine financial hardship, we can often find a means of helping the family concerned, so please contact us if applicable.

No child will be excluded from taking part in activities due to their parent being unable or unwilling to make a voluntary contribution. The Governors reserve the right to ask parents/carers to contribute towards the cost of breakages and loss or damage to equipment beyond normal wear and tear (e.g. vandalism by pupils).

Refunds of voluntary contributions will only be made if the school or provider cancels the trip or event. Parents cannot be refunded if they are absent on the day as a result of sickness or other events that are not controlled by the school. This is because the school must plan events well in advance and set its budget and charges accordingly.

IMPORTANT: The school uses its delegated budget to reduce the cost of trips and visits for families. However, should there be insufficient contributions from parents (in line with that requested on-trip letters) the school may be required to cancel a trip or visit at short notice. In the event of such a case, those who have already contributed will be refunded.

The RESPECT Agenda

Pupils are taught about British values through the school's 'respect agenda'. This permeates throughout the school's ethos. It is clearly seen in the rewards and sanctions and wall displays, and is the core thread in assemblies. Pupils value and can clearly articulate the principles of 'respect'. Pupils are prepared for life in modern Britain.

There has been, in wider education and rightly or wrongly, a mounting opinion by some that children who misbehave receive benefits, whilst other pupils who behave well are ignored, and that good conduct is treated with a degree of apathy. In essence, some can perceive 'being good' as 'not worth it'. This opinion undermines the value of the common actions taken to address poor behaviour, reduces morale and results in increased levels and instances of negativity towards a school, its policies and reputation.

The RESPECT Agenda aims to address this and ensure that, not only are pupils who consistently behave and work well rewarded, but that a culture is created in which it is seen as 'worthwhile' to be good and the good 'learning behaviours' are recognised.

It is worth noting that the RESPECT Agenda benefits all, in any circumstances, regardless of stages in development. For some it will be a starting block, for others a refinement. Its principles are universal.

RESPECT is an acronym. It identifies 7 'attitudes'/'statements' that can be used to reference all behaviours, so that pupils recognise why actions (reward or sanction) are enacted.

R = Responsibility

E = Equality

S = Skill Development

P = Positive Participation

E = Exceeding Expectations

C = Clever Choices

T = Tirelessness

At least one heading can be applied to all behaviours and attitudes, with some overlapping. Key to the success of the RESPECT Agenda is clearly identifying and explaining how an action meets, or fails to meet one or more of the 7 statements.

It is more desirable to promote good behaviours by actively rewarding them and this should be the most prevalent use of the agenda, however, if used well, it can be used to highlight 'corrective actions'.

The RESPECT Agenda offers adults and children alike a framework to work within, rather than a subjective and exhaustive list of 'dos and don'ts' that cannot be enforced, is ever extending and above all does not encourage reflection, accountability, risk assessment or opportunity to become a decision maker.

Further information about how the RESPECT Agenda works, is available on the school website and is discussed at length in the Acceptable Behaviour and Discipline policy, also available on the school website.

Acceptable Behaviour and Discipline

Our children are expected to display the highest standards of behaviour at all times, within the school and in the community. Physical and verbal aggression will not be tolerated. Most of our pupils achieve this expectation, but occasionally some children let themselves down. When rules are broken, pupils can expect sanctions that are clearly understood, consistent and appropriate. If a child's behaviour gives cause for concern, parents/carers will be informed and invited to discuss the issue with the child's class teacher. The school has an Acceptable Conduct & Behaviour Policy, Counter-Bullying Policy and Race Equality Policy which we adhere to. Copies of these policies are available at the School Office or on the school website.

The school underpins its actions towards and in response to behaviours with the mantra, "there will always be reasons, but never excuses".

Pupil's behaviour in the school is good. Pupils do not disrupt lesson. They are keen to learn happily together.

Conduct of parents and other visitors on site

Ashgate Primary School encourages close links with parents and the community. We believe that pupils benefit when the relationship between home and school is a positive one. This view is one that is shared by other stakeholders within our community, as identified through our parental surveys.

We expect visitors to behave in a reasonable way towards other members of the school community. This policy highlights positive behaviour that would be expected from visitors to the school and also outlines the steps that will be taken where visitor's behaviour is unacceptable.

Positive conduct that is expected whilst visiting the school site:

We expect visitors to show respect and concern for others by:-

- supporting the respectful ethos of our school by setting a good example in their own speech and behaviour towards all members of the school community;
- working together with staff for the benefit of the pupils. This includes approaching the school to resolve any issues of concern and to discuss and clarify specific events in order to bring about a positive solution;
- if you are a parent/carer, correcting your own child's behaviour, especially in public where it could otherwise lead to conflict, aggressive or unsafe behaviour;
- respecting the school environment, including keeping the school tidy by not littering.
- following the parking rules and doing the right thing when delivering and collecting children from school.

Banning parents from school site

Ashgate Primary School will take action where behaviour is unacceptable or serious and breaches our related policies.

If a visitor is intimidating, threatening or aggressive towards a member of the school community, any interaction will be terminated immediately and the person will be instructed to leave the premises.

Further action may be taken by the school including the Headteacher's right to remove 'implied license to access school grounds' (banning the parent from school for a notified duration). If a parent breaches the conditions of the ban this may constitute a criminal offence under section 547 of the Education Act 1996 (Act). The school can seek to physically remove the parent from the school premises. This removal can be administered by a police officer or a person authorised by the school. The parent may also be liable to a fine of up to £500.

Health & Welfare

Personal, Social, Health & Economic Education

Children are encouraged to understand the part we all play within the society that is school and the importance of getting on with and caring for each other. They are taught strategies for

discussing and resolving problems such as friendship difficulties. This work takes place not only during assemblies but also during “circle time”, when the children have the opportunity to share feelings and discuss problems.

Health & Safety

Every person in school is responsible for the safety of themselves and others. The school has a Health & Safety Policy and the procedures are reviewed regularly. All policies are available from the School Office or on the school website.

Illness

If a child feels unwell at school or has an accident that may need further treatment, we will try to contact parents immediately. It is therefore most important that the school always has up-to-date telephone numbers and contact details for yourself, a relative and/or neighbour who could be contacted in an emergency. If we are unable to contact you, and we feel it appropriate, we will get your child to the hospital and stay with them until you arrive.

If your child has sickness or diarrhoea, they are not to return to school until 48 hours after the most recent event.

Health Care

The School Nurse is a regular visitor to the school, where she carries out various health checks and helps to formulate care plans for those children who require them. Parents/carers are asked to inform the school of any medical condition their child may have. Members of staff are not legally obliged to administer medicine to children in school but may volunteer to do so, provided the local authority recommended procedures are adhered to and parents/carers have completed the appropriate forms. Please note this only applies to prescription medicines; children are not permitted to bring any form of non-prescription medicine to school. If your child does need to take any medication during the school day, please speak to the School Office in the first instance.

Head lice

Head lice can spread amongst children very quickly. Regular checking and combing of hair can help to keep head lice away. Responsibility for checking a child’s hair and treating head lice if they do occur, lies with the parent. If we think your child has head lice, we will contact you and ask you to collect them.

Once treatment is given, the child may return to school. This is for the comfort of all children.

Mid-morning Snack

Ashgate Primary School is a National Healthy Schools award school and, as such, has a healthy food policy. The government currently provide Reception, Year 1 and 2 children with a free piece of fruit/veg each day.

Children in other year groups are permitted to bring in a 'health snack'. A healthy snack in a primary school would be a small portion of food that provides energy and nutrients without being high in unhealthy fats, sugar, or salt. It typically includes:

- fruits (like apple slices, grapes, or a banana),
- vegetables (such as carrot sticks or cucumber slices),
- whole grains (like plain crackers or a small wholemeal bread roll),
- or dairy/protein sources (like a small yogurt or a piece of cheese)

or

- other non ultra processed foods that keep children feeling full and focused until their next meal.

Foods that are generally **not considered healthy snacks** for primary school include items like:

- crisps
- chocolate bars
- biscuits
- or packets of sweets, as these tend to be high in salt, unhealthy fats, and/or sugar, offering little nutritional value.

It's important to understand that while a definitive list of every acceptable and unacceptable snack isn't usually provided by schools, the guiding principle is common sense and what is in the best interests of the child's health and well-being. This means prioritising whole, unprocessed foods over highly processed items.

Drinking Water

We would like every child to come to school each day with their own water bottle, labelled with their name. These water bottles should have a sports-type lid to avoid spillages which can lead to water damage to books and equipment. No fizzy drinks or juices are allowed although clear flavored water is acceptable. Fruit juice is acceptable in packed lunches only.

The Teaching and Learning Curriculum

The National Curriculum includes the following subjects: English, Mathematics, Science, Art, Music, Design & Technology, Religious Education, History, Geography, and Physical Education. Schools are also expected to teach Personal, Social, Health & Economic Education (PSHE). Information and Communication Technology (ICT) is taught across the whole curriculum.

At Ashgate School we are committed to raising standards in all areas of the curriculum and to ensure continuity follow the Lancashire Grid for Learning Programme of Study and the White Rose (Mastery) programme in mathematics.

Teaching Strategies

Our school aims to identify areas where a child can succeed and build on these. We believe that a child's development of concepts and skills comes from practical experience and learning should be relevant to the child's everyday life. We recognise that children have different learning styles and aim to cater for this.

Classes are taught together, and although children may be supported through differentiated groups, we do not stream/tier classes.

Assessment

All teachers are involved in constantly assessing children's achievements and progress, particularly in the core subjects of English, Maths and Science. Work is planned according to the requirements and abilities of each child. This means that some children in a class can be working on reinforcement material whilst another child is working through enrichment material.

Children are assessed by their teachers each term, in order to evaluate progress. The children have statutory tests (SATs) at the end of Key Stage 2 (Year 6). The results are shared with parents/carers.

Homework

We believe that homework helps to develop planning, personal organisation skills, confidence and the self-discipline needed for independent study. Children are typically set weekly spellings, times tables, Maths and English homework alongside regular reading, which should be recorded in a reading record book. Sometimes pupils will be given extended research projects which provide an opportunity to direct their own learning and find out about an area of the topic that interests them.

The amount and content of homework given may vary as a result of the work undertaken. However, as a guide, the following patterns are applied in line with Department of Education guidance.

Children should receive homework that should be in the region of, but not exceed:

Years 3 & 4 - 1 1/2 hours per week Years 5 & 6 – 2 1/2 hours per week

Children are more likely to achieve success if they enjoy an activity and have your support. It is therefore a good idea to sit with your child in a quiet and comfortable area of the house, away from the television and give them assistance if they need it. Please do not hesitate to speak to your child's class teacher if difficulties arise. It is vital that you continue to read with your child up to the end of Year 6.

Relationships & Sex Education

Relationships & Sex Education is included as a carefully planned programme across all year groups within the broad spectrum of Personal, Social, Health & Economic education, taking into account children's personal needs. We consider this to be a commitment shared by home and school in the context of moral considerations and the value of family life. Parents have the right to withdraw their children from any part of the Relationships & Sex Education programme and should make their request in writing to the Headteacher. Note, the removal of a child from Relationships and

Sex lessons does not include aspects of the National Curriculum that are compulsory, such as the human anatomy or physiology.

Statement on School Provision relevant to the Disability Discrimination Act (DDA)

The above act places a duty on schools and local authorities to produce and publish their plans to increase, over time, the accessibility of schools for pupils & adults with a disability. This is not simply physical access, since disability is defined in this context as “physical or mental impairment that has a sustainable and long-term adverse effect on a person’s ability to carry out normal day-to-day activities.” Our staff members have the training and expertise to deliver the curriculum to pupils with such disabilities as we have met so far and we are fully committed to providing further training in this area as and when it may be required.

Our school admission criteria and procedures apply equally to any and all applications. Although we do ask parents/carers to give confidential details of any disabilities that a child has, this is only to enable us to make appropriate arrangements, to ensure that all pupils can be given full and equal access to the curriculum.

Extra Curricular Activities

We aim to provide a range of options at Ashgate Primary School for the children to take part in enrichment and extracurricular activities. Some teachers manage clubs at lunchtime and after school. We also encourage outside providers to use the school for additional activities for our children. Some of the activities currently offered are: music tuition, gymnastics, street dance, football, cycling and other sporting activities.

Termly updates on activities available are circulated to parents.

School Uniform

Uniform is worn at Ashgate School to develop a sense of pride in being a member of the school community. The Governing Body has agreed the uniform in consultation with pupils and parents/carers.

Logo embroidered school uniform can be ordered through ‘**Uniform Direct**’, 54 Babington Lane, Derby. DE1 1SX: www.uniform-direct.com

Parents are not compelled to buy uniforms with a school logo and can purchase non-branded items from any retailer as long as the colours are compliant with policy.

Some logod items may be available from the school office but will be limited in availability.

Children are to attend school in/with the following items, in a clean and good condition:

- navy blue sweat shirt/jumper/cardigan
- blue or white polo shirt

- grey/black school trousers/skirt/shorts or pinafore dress*
- black, sturdy, flat soled 'school specific' shoes without 'open toes' and suitable for all weathers.
(Trainers, crocs or other similar forms of footwear are not appropriate)

*Skirts, shorts and dresses worn as school uniform must be of reasonable length and be no shorter in general, than mid-way between the knee upper leg.

The wearing of sports attire, such as tight-fitting cycle or running shorts and logoed clothing, is not permitted unless actively participating in designated sports or physical activities (refer to the list below under Physical Education).

Coats: The school encourages children to spend as much time outdoors as possible, even in inclement weather conditions. Therefore, coats that are suitable to the weather conditions are required. There are no restrictions as to type of coat worn, however it is strongly advised that they are waterproof in nature.

Physical Education

- light blue / white T-shirt
- black / blue PE shorts or track-suit bottoms
- plimsolls for indoor use / trainers for outdoor activities.

During cold periods children may also benefit from bringing an additional jumper to school.

NB: PE is a National Curriculum subject and therefore a legal requirement. Children who do not bring PE kit to school may be required to wear clothing provided for them, or if appropriate, complete activities in school uniform.

PE Kit should be worn for after school sporting clubs, unless told otherwise.

Purchasing school uniform

Some items can be ordered and purchased at the school office. Parents should be aware that some orders may require a stock order and should not assume that it will be available on the day. The school does not sell PE clothing other than T-Shirts.

When ordering uniform, please enquire as to the cost and bring the exact money on collection. As the school is not a 'shop', it is often difficult to provide change.

Whilst the school promotes uniform that is branded with our logo, this is not a requirement. Parents may, if they wish, purchase items from other stores, including supermarkets and private retailers.

Labeling

All clothing should be clearly labeled with your child's name. This is especially important, as

uniform items look similar and can easily be confused for another child's. The school cannot accept responsibility for any lost items.

Loss and Damage

The school is not responsible for loss or damage of clothing or belongings. Items of 'lost property' are stored in the staffroom for collection. If you wish to check the lost property box, please speak to a member of staff. If another child damages property through neglect, the school will seek to support parents coming to a resolution, however the school is not liable for reimbursement.

Jewellery

For the safety of pupils and adults working with them, we do not allow children to wear jewellery to school (except for small, plain studs for pierced ears).

Ear studs will need to be removed for PE activities. Staff are not permitted to remove or fit studs in ears, this must be done independently by the child. If this is not possible, plasters or tape, provided from home, can be applied.

Watches may be worn, however parents are advised that expensive items should not be worn, as the nature of school activities may lead to them being damaged unintentionally.

Headwear

We do not allow headwear to be worn during class time or inside school buildings, except for religious or medical reason*. However, caps and hats are actively encouraged for sun protection and winter hats may be worn when it is appropriate to do so.

*Plain hair / headbands, preferably blue or black may be worn to keep hair in place.

Hair

Hair should be kept neat and tidy with longer hair tied back, plaited or in a 'bun'. More extreme haircuts, including irregular shaving of the head, bright colouring or patterns are not appropriate. If your child has such hairstyles, it is expected that they will be allowed to 'grow out' and not be re cut or coloured.

Make Up

No makeup is to be worn by pupils, this includes nail varnish and temporary tattoos. Perfumes are not permitted, however it is understood that older children may use deodorants and anti-perspirant sprays. If used, they should be applied at home and not brought onto school premises. Any such items found on school site will be confiscated.

Non compliance

Under the guidance set by the Department of Education, (September 2013), a Headteacher, or a person authorized by the head teacher, may ask a pupil to go home briefly to remedy a breach of the school's rules on appearance or uniform. This is not an exclusion but an 'authorized absence'. However, if the pupil continues to breach uniform rules in such a way as to be sent home to avoid school, or takes longer than is strictly necessary to effect the change, the pupil's absence may be counted as an 'unauthorized absence'. In either case the absence is recorded and reported to the Local Authority.

Equalities

All children have equal access to wearing school uniform regardless of their culture, race, religion, gender, disability or ability. We ensure that the set uniform respects other policies such as Equalities and allows for individual sets of circumstances of all groups and individuals. Ashgate Primary School is committed to creating a positive climate that will enable everyone to work free from racial intimidation and harassment and to achieve their full potential.

Mobile Devices (including mobile phones)

Access to mobile devices on school premises:

Children are not permitted to have access to mobile devices on the school site or when on trips and activities out of school.

Ashgate Primary School recognises that in recent years the number of children who have mobile devices has increased exponentially, as such, schools are having to manage and navigate a new social dynamic.

We recognise the wide benefits of children having access to mobile devices, including parental tracking of movement, security when walking to and from home and sharing of positive peer-on-peer communication. The school also accepts that as children have increased access to such devices, parents and schools need to educate, monitor and manage their use. Children may not have the skills to recognise potential risks, including mental health, security and viewing/sharing of inappropriate materials.

Whilst the school has secured, filtered and monitored access to the internet, private mobile devices are not protected in the same manner. With this in mind, the purpose of this policy is to ensure that children are educated to protect themselves and ensure that access to mobile devices does not impact negatively on school life and general well-being.

Parents may allow their child who walk to school alone to come to and from school with a mobile device if it is felt necessary for the safety of their child walking independently to and from school, however, once on site the device must be turned off and handed in.

- When arriving in class the devices must be handed to the class teacher and not accessed until the end of the school day when they will be returned.
- Any devices returned are not to be turned on until off the premises.

The school does not accept responsibility for any loss, damage or theft of items that are handed to a staff member.

Non-compliance

Failure to turn off, or hand in a mobile device as stipulated is a breach of this policy. Likewise, should a pupil access a mobile device during the school day, this will be viewed as a sanctionable offence.

Sanctions may, depending on circumstance, include:

- A verbal or written warning and the parent informed of a first offence.
- Suspension from school for a given period for any malicious or intentional breach or repeat offences.

The school is not responsible for access or monitoring of said devices off the school site. Any act viewed as unlawful or malicious should be reported to the police who have jurisdiction to act.

The right of the headteacher or authorised staff to search for items deemed as prohibited:

Mobile devices are designated as a prohibited item and the headteacher or designated staff have the right to search for items of this nature*. The Right of Statutory Search information/guidance is available as a separate document on the school website or on request.

***Definitions:**

- Mobile devices refer to any item such as (but not exclusively), a mobile phone, watch, tablet, or similar that can communicate externally, capture images (video or picture) or access the internet.
- List of prohibited items:

Knives and weapons*, alcohol, cigarettes or vaping paraphernalia, illegal drugs, stolen items, mobile communication or image-capturing devices, pornographic items, items that may be seen as racist in nature or with the capacity to incite hatred.

Or

*Any item that may be used to commit an offence or cause injury or listed as prohibited in other school policies/rules.

Searching, screening and confiscation of prohibited items

At Ashgate Primary School, as with the vast majority of schools, **it is highly unlikely that children will bring items to school that are of concern.** However, for clarity and to ensure that pupils/parent/staff/visitors are aware of the safeguarding steps the school can take to secure safety and good discipline, the position of the school relating to searching and confiscating items are made explicitly clear.

The Department for Education (DfE) state that Headteachers and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have

reasonable grounds for suspecting that the pupil may have a prohibited item. Prohibited items will be confiscated and if an offence is caused, the appropriate authorities will be informed. Prohibited items are at the discretion of the school. At Ashgate Primary School, prohibited items are:

- Personal devices used to receive or transmit (including tablets and mobile phones)
- Items deemed to be of significant value (including cash)
- Devices for taking images (unless permission has been granted for trips and visits)
- Any item suspected to be stolen
- Indecent images/items (including those containing violence/discrimination or of a sexualized nature)
- Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause offence, personal injury to, or damage to the property of, any person (including the pupil).

Confiscation

School staff can seize any prohibited item found as a result of a search. They can also seize any item, they consider harmful or detrimental to school discipline.

The school will not take responsibility for any loss or damage caused to items confiscated

Guidance on the rights of the school to confiscate and search for prohibited items can be found on the Department for Education Website.

Any item confiscated will be returned to the appropriate adult at the end of the day, or the pupil if the headteacher or most senior staff member available is in agreement.

Home School Agreement / School Policies –

By admitting your child to Ashgate Primary School, you are agreeing to the school's Home School Agreement and its policies. This agreement outlines the expectations you are entitled to through the school, and what the school are entitled to expect from you and your child.

Ashgate Primary School is determined to create an inclusive culture of learning where all children will be challenged in their thinking, to achieve to the best of their abilities and strive to become lifelong learners.

We will empower our children to become respected citizens to enable them to make valuable contributions locally, globally and to contribute to our world's sustainable future. Children will be provided with the opportunity to develop, and we will nurture, the skills and ethos essential to life in modern day Britain.

This can be done most effectively when all staff, parents and children understand their responsibilities and work together towards the same goals, as detailed in our home/school agreement.

Implications: By enrolling your child at Ashgate Primary School, you are agreeing to abide by the Home School Agreement, Failure to abide by the agreement may result in the enacting of Governing Body policies.

The Learning Environment

Ashgate Primary School will:

- Provide your child with a high standard of education, implemented by rigorous national guidelines, within a balanced curriculum.
- Ensure that our learning environment is stimulating and challenging.
- Celebrate your child's academic and personal achievements.
- Provide the scaffolding needed to enable your child to achieve their full potential.
- Care for your child's safety and well-being by observation and listening to them.

A Healthy, Happy Community

Ashgate Primary School will:

- Teach your child to develop a positive attitude to one another, regardless of gender, race, culture, belief, values, age and need.
- Encourage your child to be responsible and accountable for their own actions, recognizing the impact their behaviours will have on others; be they positive or otherwise.
- Encourage your child to become an active member within our community and help them to see that they can have a positive impact on the world around them.
- Regularly meet with you to communicate the progress of your child, celebrating their strengths and explaining how we can support and scaffold them in their areas for development.
- Provide information to you about our school, including relevant policies, meetings, workshops, activities, newsletters and open days.
- Be very happy to welcome you if you would like to contribute to our school's broader curriculum. We recognize that the community surrounding Ashgate Primary School holds a wealth of talent, experience, diversity and
- enthusiasm that our school could benefit richly from.

Homework

Ashgate Primary School will:

- Set appropriate and achievable homework to extend the curriculum and provide the opportunity for independent learning. Clear information will be provided so that you will be able to help your child if required.
- Provide information and helpful training sessions for you that will give you confidence to support your child.

Home School Agreement - Parent/Carer

The Learning Environment

You as a Parent/Carer will:

- Make sure that your child will arrive at school on time.
- Make sure that your child is wearing named school uniform or other suitable clothing and that their PE kit is brought into school at the beginning of each week.
- Endeavour to provide a safe, secure and happy environment at home for your child, acknowledging that they learn at home.

A Healthy, Happy Community

You as a Parent/Carer will:

- Respect the professional integrity of staff in the school, demonstrating courtesy and consideration to them as teachers and individuals
- Let the school know of any concerns or worries that may be affecting your child's learning, behaviour or ability to do homework, as this can then be resolved quickly.
- Support the school by encouraging your child to develop a positive attitude towards our diverse, multi-cultural community.
- Attend meetings with your child's teacher and other staff, aiming to be positive and productive, working towards moving your child on in their learning.
- Support and work with us to ensure that the behaviour management policies of the school are maintained, particularly with your child.
- Encourage a positive attitude towards your child's education and our school. If you have any concerns, you will come and discuss them with us as it is much healthier to work out solutions and move on.
- Be proactive in read all information sent home as this gives you important details of relevant policies, meetings, workshops, activities, newsletters and open days.
- Support the school when fundraising and organizing activities for the benefit of a variety of causes and also our school.

Homework

You as Parent/Carers will:

- Support the school by making sure that homework tasks are completed and returned on time. A child who hasn't completed their homework is often an unhappy, worried one!
- Where possible, use your talents and experiences to enhance your child's learning at home, beyond what is sent home as specific tasks – Your child will benefit greatly from what you can show them, discuss with them and teach them.

Home School Agreement - PUPIL

As a pupil of Ashgate Primary School, you will:

- Understand that you have rights which are:
 - To be treated kindly.
 - To be listened to.
 - To be helped.
 - To have a friend.
 - To play and join in games.
 - To be happy.
 - To feel wanted.
 - To be safe.
 - To be special.

As a pupil of Ashgate Primary School you will:

- Respect other children's culture, race, feelings, beliefs and values.
- Accept responsibility for the things that you do and accept the consequences.
- Be responsible for your school and home work.
- Ask for help if you need it and try your best in all that you do.
- Ensure that you take home all school letters.
- Follow the school's Code of Conduct.
- Be kind and speak politely to everyone in school.
- Take good care of the building, equipment and school grounds.
- Behave in a safe way.
- Be helpful.
- Tell a member of staff if you are worried or unhappy.

Every Child Charter: Childhood Entitlements

Every child will, at least once in a year:



1. **be a hero** for 60 seconds
2. be given a reason to **laugh out loud** or smile (daily)
3. **celebrate** something about themselves with others that makes them value their individuality or cultural influence
4. meet a visitor that informs, educates and **inspires**
5. lead a team or activity and **feel valued** in that process
6. **visit somewhere** that broadens their understanding of cultures different to their own
7. **perform** to a group or individual and have that performance celebrated
8. carry out an act in **support of the community**, school or locally
9. have at least one piece of **work displayed** for public celebration
10. have a positive experience that is **beyond the requirements of the curriculum** or what they would be expected to have been provided.

Complaints Procedure

If you have concerns about any aspect of the school, the first stage to solving the problem is an informal discussion with your child's class teacher. If you wish, you can then make an appointment to see the Headteacher. Should the issue not be resolved to your satisfaction, then the matter can be referred to the Governing Body by writing to the Chair of Governors. A copy of the Complaints Procedure is available from the School Office or on the school website.

