



\* Community \* Friendship \* Joy \* Forgiveness \* Perseverance \* Creation  
*Through God's love and strength all flourish*

**Welcome  
To  
The Ash Cartwright & Kelsey  
Church of England Primary School (Aided)**

Dear Parents/Carers

We are very proud of our forward-thinking school which has been serving the village of Ash for 300 years. We are lucky to have a new purpose-built school building, fantastic grounds, spacious learning environments and dedicated staff. We are a caring community of children, teachers, parents, governors and friends, all working together.

In choosing this school we believe that you support the aims, values and policies of the school, and we look forward to welcoming you and your child. We shall strive together to provide a rich and rounded education for your child, so that they can be the best that God intended.

We are an open school and are committed to a positive partnership between home and school. If you have anything you wish to discuss please do not hesitate to contact us.

Yours sincerely



Fiona Crascall  
Headteacher

Charlie Dunn  
Chair of Governors

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### School Ethos

In recognising its historic foundation, the Governors and Staff of the Ash Cartwright & Kelsey Church of England Primary School (Aided) preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church, at Parish and Diocesan level.

The School aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all pupils.

The School seeks to promote and uphold certain values through its policies and procedures; the way in which the adults act towards the children and each other; and the way the children are expected to behave.

### Vision Statement and Values

#### Vision Statement

**'Our Christian vision guides our journey to provide a rich, well-rounded education enabling all to become the very best that God intended. We treat adults and pupils with love and dignity in a space where Christian values are developed and everyone can flourish'**

We believe that our school is welcoming safe and stimulating, promoting a love of learning and offering opportunities for all to succeed. As a Church school we see **friendship, joy, perseverance, creation, community and forgiveness** as being at the heart of what we do.

We aim to:

- ❖ Ensure that each child is valued as a person who has an equal right to our care, time and professional attention as a reflection of God's love for that child.
- ❖ Foster each child's intellectual, spiritual, physical, aesthetic, emotional, moral and social development.
- ❖ Enable each child to understand and seek to value the Christian ideals of friendship, forgiveness, respect and compassion.
- ❖ Help each child to develop the ability to learn and enjoy the challenge that often has to be met if a real sense of achievement is to be experienced.
- ❖ Consistently demonstrate high standards in order to provide good role models for the children.
- ❖ Help each child to realise their potential through the development of necessary skills, concepts and knowledge.

### **Historical Background**

Ash Cartwright & Kelsey School was founded by Gervase Cartwright who, in 1721 bequeathed an estate of £50, for the teaching of fifty poor children (25 boys and 25 girls) from the Parish to read and write. The school met in the church. In 1819 as the result of a bequest of £1,000 from Mrs Godfrey, a school was built in The Street and, though no longer used for teaching, still belongs to the Trust. In 1841 Thomas Kelsey had an Infants School built in Chequer Lane (no longer standing) at his own expense, in memory of his daughter Elizabeth who died at the age of nine. The school was for children aged three to eight. These two schools were amalgamated as a result of the 1944 Education Act and became known as the Cartwright & Kelsey C.E. Primary School (Aided).

The site of the old school building made way for the brand new premises that the children enjoy today. Construction was completed and children and staff moved in to start the new academic year in September 2005.

**During 2021 we celebrated our 300<sup>th</sup> anniversary as there has been a school in Ash since 1721 - quite an achievement!**

### **Setting and Location**

Ash Cartwright & Kelsey School is situated in the village of Ash and benefits from a modern building. In addition to classrooms for children in Reception through to Year 6, there is also a fully equipped nursery, Fledglings, which offers flexible childcare/nursery education from 8.45am until 3.15pm for children aged 3 years and older. We also provide breakfast and after school club and have a dedicated after school club lodge, called the 'Flock's Nest'.

The school boasts a dedicated I.C.T. Suite which allows research and communication skills to be developed across the curriculum, giving our children the opportunity to use a wide range of ICT tools and information resources such as the internet.

A love of books is promoted by our spacious library, offering a lending service to all pupils who enjoy selecting on a weekly basis. The library also provides a quiet study area for research and an area where small groups may come together to work.

The spacious grounds include an under 5's outdoor learning area, two nature areas, an adventure playground, playing field, MUGA, climbing wall, early years trim trail and a playground.

### **Governing Body**

"Welcome to our school on behalf of the Governors. We are fortunate to have built an enthusiastic team of people with so much knowledge and experience making up our Governing Body; they help to give the school its positive ethos and ambition. The governors are committed to making sure that our children have the very best education in the atmosphere of a caring Christian community which has always been at its foundation.

I very much hope, in the future, that I will be welcoming you and your children as part of this exciting community."

Charlie Dunn  
**Chair of Governors**

**Foundation Governors appointed by the Canterbury Diocesan Board of Education:**

Mr C Watson, Mrs S Beaumont, Mrs P Coles, Mr J Piggot and Mr C Dunn

**Local Education Authority Appointment:** Vacant

**Arch Deacon's Representative Governor:** Mrs P Coles

**Parent Governors:** Mrs B Barber and Mrs A Burchell-Trent

**Head Teacher:** Mrs F Crascall

**Staff Governor:** Mr A Hart

**Clerk to the Governing Body:** Mrs Susannah Adams

**The School Staff**

Mrs F Crascall	Head Teacher
Mrs J Wilkinson	Assistant Head Teacher/SENCO
Mrs K Bailey	Office Manager/DBS Officer
Lenny	School dog and well-being officer
Ms T Churchill	Teacher
Mr O Brett	Teacher
Mr R Hayes	Senior Teacher
Mr A Hart	Teacher
Ms A Swain	Teacher
Mrs J Kennett	Teacher
Ms S Barrett	Teacher
Mrs S Ervine	Teacher
Mrs C Lead	Teacher
Miss S Daniels	Teaching Assistant
Ms S Marshall	Teaching Assistant
Miss T Maxted	Teaching Assistant
Mrs A Johnson	Teaching Assistant
Mrs S Dunn	Teaching Assistant
Mrs J Newing	Teaching Assistant & After School Club Supervisor
Mrs S Smart-Wood	Teaching Assistant
Mrs R Wilson	Teaching Assistant

Mrs S Crebbin	Teaching Assistant
Mrs Minter	Teaching Assistant
Miss M Souness	Teaching Assistant
Miss D Andrews	Breakfast & After School Club Assistant Supervisor
Ms A Blake	Finance Assistant/Attendance officer
Mrs K Humphries	Midday Supervisor, Senior Cleaner & Relief Teaching Assistant
Ms T Wood	Cleaner
Ms N Trevellion	Cook
Ms Chantal Lee	Assistant Cook

### **Daily Schedule**

The School Bell is rung daily at 8.35am to signal the start of the school day. Children arrive by 8.45am and go straight to their classrooms for registration.

Collective Worship takes place each day forming an important part of developing the school community and group worship. On Fridays, we celebrate the children's achievements by awarding 'Star of the week' in recognition of sustained achievement or exemplary effort.

Lunchtime is from 12 until 1pm, with a playtime each morning for all children and an additional playtime for younger children in Key Stage 1 in the afternoon.

The School day ends at 3.15pm.

### **Breakfast Club**

We offer children a supervised Breakfast Club from 7.45am until the school day begins. As part of this children are provided with a healthy breakfast to start their day. A modest charge is made for this service. This provision is open to children aged 3 who are registered with Fledglings Nursery.

### **After School Club**

We also provide care beyond the normal school day at our After School Club, until 5.45pm. Children receive a healthy snack and a varied programme of activities including art, games and outdoor access. A modest charge is made for this service. This provision is open to children aged over 3 who are registered with Fledglings Nursery.

### **Fledglings Nursery**

Nursery sessions are from 8.45-11.45am and 12.30 - 3.15pm and lunch club from 11.45am - 12.30pm. It is also possible for additional nursery sessions to be taken on a (paid) child-care basis.

### **Admissions Procedure 2026**

The Governing Body determined that the admissions policy for September 2026 will be:

#### **Admission Procedures and Policy**

Children are usually admitted from the Parish of Ash-with-Westmarsh, however the Governors welcome applications from any parent who is interested in securing a place for their child.

The Governors of the school are the admission authority. The planned admission number has been set at 30. If the number of prospective pupils exceeds 30 then the following criteria apply in order of priority. Parents of children with statements for SEN or Education, Health and Care Plan who express a preference for the school will be offered a place ahead of the oversubscription criteria being applied.

### **Over Subscription Criteria**

In the event of the school receiving more applications than places available, children will be ranked against the oversubscription criteria listed below. Within each criterion, children will be ranked by their straight line distance to the school (with children nearer being given a higher rank) and then on the basis of church affiliation<sup>1</sup>.

- a) Children in Local Authority Care.<sup>2</sup>
- b) Children with brothers or sisters<sup>3</sup> already attending the school when the child starts



- c) Children with medical<sup>4</sup> compassionate needs that can be met by provision made by the LA and / or Governors.
- d) Nearness to school (in a straight line).<sup>5</sup>

The above criteria will also apply in the cases of casual admissions.

Requests for admission outside of the normal age group should be made to the Head Teacher of each preferred school as early as possible in the admissions round associated with that child's date of birth. This will allow the school sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede the school's ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper CAF to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with the school's oversubscription criteria.

Children are admitted to the school at the start of the academic year in which they are five. Children are also admitted to other classes at other times of the year. These are known as casual admissions.

For those children joining Wrens, our reception class, a number of sessions are held to enable the children to become familiar and comfortable with the school. A meeting is held for 'new' parents during June in which the admission arrangements are described along with other routines and school rules. All children attend from the start of term 1.

Parents of children who join the school when they are older or at other times of the year are encouraged to visit the school. Confirmation of the offer of a place at the school is made in writing.

## Definitions

**Children in Local Authority Care** - a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the local authority became subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989).

**Sibling** refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, of the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. For the sibling criterion to apply the family must live at the same address as when the first child was offered a place, or, have moved nearer to the school, or have moved to an address that is less than two miles from the school as defined by the Ordnance Survey address point data as used by the Local Authority.

**Health and Special Access Reasons** - Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school.

**Distance** means the distance between the child's permanent address and the school, measured in a straight line using Ordnance Survey address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody. Children living in the same block of flats will be regarded as living the same distance from the school. In the unlikely event that two or more children live the same distance from the school and in all other ways have equal eligibility for the last available place in the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

**Tie-breaker** - If any category is oversubscribed applicants will be ranked by straight line distance [as defined above] and those closest given priority

**A parent** is any person who has parental responsibility for or is the legal guardian of the child. 'Family members' include only parents, as defined above, and siblings.

### School Curriculum

All teachers at Ash Cartwright & Kelsey School are dedicated to developing a curriculum that is exciting, engaging broad and balanced. As well as English and Maths, the following subjects are taught: Science, Computing, History, Geography, Art and Design Technology, French, Music, Religious Education (RE), Personal Social Health Education (PSHE) and Physical Education (PE).

English, Maths, Science and RE are core subjects. We place great emphasis on the children being able to read and to think mathematically. Both English and Maths are taught daily. Throughout the school we explore a range of science topics and encourage the children to try 'hands on' experiments. Across the range of subjects children record their work with writing, photographs, big books and illustrations.

Computers play an important role in education we are proud of the facilities that our pupils enjoy. Every teaching room has interactive whiteboards that are integral to our daily routines. Together with lap-tops, tablets, i-pads and desktop computers available for use in every classroom, we have a well equipped ICT Suite which is used regularly by all children.

### Extra-Curricular Activities

Our extra-curricular programme provides opportunities for children to explore a range of activities and clubs to enrich their school experience and follow their own individual interests.

Activities offered include: Choir, art, netball, football, lego, science club, cooking, board games, drama, hockey, tag rugby and mindfulness

Children enjoy a wide range of educational visits linked to their topics that enhance the curriculum and also have opportunities to explore their village setting.

### **Disabled Pupils**

Our new building provides full access to those with disabilities. The school will work closely with other agencies to meet the needs of children requiring particular equipment to enable them to access the curriculum.

### **Special Educational Needs and Disability**

For those children with special educational needs, reasonable adjustments are made to ensure that parents are involved in and support the programmes formulated to provide for their child. Needs are assessed and support put in place that is appropriate to each individual. Regular visits are made by the local authority support service and specialist teachers to assist with consultation and planning.

### **Safeguarding**

The school is committed to providing a safe, caring environment for all children so they can learn in a relaxed and secure atmosphere. The Head Teacher is the Designated Safeguarding Lead and is responsible for matters relating to safeguarding, including child protection. The other designated Safeguarding Officers are Mrs Julie Wilkinson (SENCo), Mr Hart and Mr Hayes.

### **The Partnership with Parents**

We believe that it is vital for parents to take an active role in their children's education. To that end parents are kept informed of their child's progress by Parental Consultations in Terms 2 and 5 and written reports in Terms 3 and 6. We use Sonar to track progress and attainment and this information is shared freely with parents. Class Teachers are readily available at other times should parents wish to consult with them.

We operate an 'open door' policy with regard to parents, who are welcome in school at any time if they have a query or concern. The Head Teacher

is pleased to meet with parents and you are invited to make an appointment via the school office.

### **Parent Teachers and Friends Association (PTFA)**

We are fortunate to benefit from the efforts of a dedicated PTFA which raises funds to enhance the school experience in a variety of ways. All parents are automatically members, and the committee welcomes new members and volunteers to help maintain this important aspect of home/school co-operation. More information may be sought from the committee whose AGM is held in September of each year.

### **House Captains and Vice Captains**

We have a group of house captains and vice captains made up of two representatives from each house team who meet regularly and the headteacher invites the children of the 4 house teams to have a say on issues important to them. The house captains and vice captains helps to foster a spirit of civic responsibility, British values and a commitment to the environment.

### **Church and School**

Our special relationship with the Church of England (enjoying 'aided' status) is reflected in our links with both Churches in the Parish. Grandma Pat is a regular visitor who takes an active part in the life of the school and our morning worship programme.

Acts of Worship are a valued part of the school day and are essentially Christian in character in accordance with the School's foundation. The right of parents to withdraw their children from acts of worship is respected.

### **Secondary Selection**

As the time comes for your child to move on, Year 6 pupils can participate in the Kent Test Scheme for Secondary Selection, involving individual tests in English, Maths, Verbal and Non-Verbal Reasoning, Spatial Reasoning and Creative Writing. The school works with parents and pupils to ensure they understand the requirements of the test. In addition,

advice and support is given so that the children know what they need to so be best placed to fulfil their full potential. e.g. the format of the test is familiar and children are confident in test techniques

Guidance and information is provided by the prospectus issued by The Kent Education Committee - 'Choosing a Secondary School for Your Child'.

Children in Year 6 last year went to various local schools in the area, including Sir Roger Manwoods Grammar School, Sandwich Technology School, Barton Court Grammar School, St Anselms, The Canterbury Academy, Archbishops School, Barton Manor, Dover Girls Grammar School and Dover Boys Grammar School.

### **Homework**

Children should find homework a pleasant experience that supports their work in class. For older children, it helps to prepare them for their next steps to Secondary School. Homework also allows parents the opportunity to become involved in their child's learning and provide an insight into the school experience.

Homework is a topic grid for the children to complete and focuses on creative tasks that encourage conversation at home. Children earn house points for homework.

### **Attendance**

Pupil information [excluding nursery] for the academic year 24/2025

% attendance	93.5%
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### **Lateness**

We aim to endorse the discipline of punctuality, and expect children to arrive between 8.35 and 8.45am. Lateness is regarded as unauthorised absence unless there is an explanatory note or call made to the school office. Persistent cases of unauthorised lateness are monitored and referred to the KCC's Early Help Team/Education Welfare Officer.

### **Absence**

For children to gain the most from their time at school it is essential that they attend regularly. We ask parents to help us to promote and applaud good attendance.

**If your child cannot attend school for any reason, parents are expected to contact the school early on the first morning of absence.** An explanatory note on their return to school is required.

SATs week (usually second week in May) is an important time of the school year and the results gained by children in Year 6 in their Key Stage 2 SATs are published and used to determine our position in league tables. Parents are therefore requested not to book dental/medical appointments during this time.

### **Leave of Absence**

The Headteacher may authorise leave of absence only in exceptional circumstances. Holidays are not deemed to be exceptional.

### **School Term Dates for the current Academic Year**

Please refer to school website for term dates for the current academic year - there are also 5 INSET days per year that are set by the school.

### **Complaints Procedure**

Whilst we hope that you do not have need of this recourse, the school has a Complaints Procedure Policy to assist with dealing with any complaints satisfactorily. In the first instance please direct any complaint to the Head Teacher.

### **Access to Information**

Ash Cartwright & Kelsey School provides all parents and guardians access, as appropriate, to the records concerning the academic progress and personal development of their children.

## Relationship and Sex Education

Relationship and sex education is an important area that is dealt with sensitively and with regard to each individual child's needs. There is a new PSHE curriculum that has become embedded over recent years. Parents of children in years 5 and 6 are informed in advance by letter and can view the puberty materials before they are shown to their children. We encourage parents to take advantage of this opportunity if they have any concerns.

## Positive Behaviour

We aim to foster a spirit of respect for self and others with clear guidelines for endorsing good behaviour supported by Restorative Justice. Our school rules are essentially a common sense framework designed to ensure the sensible and safe use of the school building, play areas and equipment. They are:

1. Keep your hands, feet and objects to yourself.
2. Always be polite. Do not swear or shout.
3. Listen and carry out instructions the first time.
4. Be kind. Don't bully, threaten or frighten anyone.
5. Allow others to get on with their work.
6. Never touch anyone's belongings without permission.

## School Rewards

- Each child will be able to collect house points which will be shown in class under their dojo. At the end of the week house captains will collect the number of points from each class and add them into the total for each team across the school.
- House points/dojos can be given for work, behaviour and demonstrating the school values.
- A postcode home can be used to promote making 'good choices'
- Each term the whole school will focus on a **value of the term**, this will be announced in worship on the first assembly of the term. This is linked to one of the 6 principles of Nurture.
- Each week, each teacher will nominate a child in their class to receive the **Star of the week Award**, this certificate will be



presented in Friday celebration worship giving details of exactly why that child has received the award. This can be given for work and behaviour.

The following sanctions are implemented following the breaking of any rules:

1. Talk through incident using Restorative Justice - discuss consequences ie missing a club
2. At breaktimes spend time in the outdoor Regulation Station

We check in and check out every day with the children to establish how they are feeling. We use the Zones of Regulation as part of our Restorative Justice approach. We also use the Leuven scale to monitor the children's well-being and involvement.

The School seeks to deal swiftly and effectively with any incidence of bullying. We have developed a policy to tackle bullying and a copy is available upon request. If at any time you suspect your child is bullying or being bullied, please let us know immediately.

Strategies for dealing with this issue may include 'circle time' and 'Restorative Justice'. These aim to teach children to talk freely about their feelings and are made aware through role-play and discussion, that they have the ability to deal with bullying, and that they can and should ask for help and support.

### **School Policies**

The School formulates a range of policies regarding every aspect of school life, from the curriculum to the care and welfare of our children. Copies of all our policies are on display in the entrance foyer and on the school website. Copies are available from the school office should you require further information.

### **Medicine**

As a school we hope to limit the spread of any infection where possible, and ask parents to help by not sending children to school if they are suffering from any contagious condition. Children receiving medication

(antibiotics) should also not attend school during the first three days of treatment or until advised by a doctor. Children should return to school 48 hours after the last instance of vomiting or diarrhoea

It may be necessary for some medication e.g. inhalers to be taken during the school day. A medical form must be completed and returned with clearly labelled medication to the school office to enable staff to supervise the taking of medicines.

### **School Uniform & P.E. Kit**

Dark grey school trousers\*, yellow school sweatshirts, white standard shirts and school shoes. School ties are optional.

Dark grey skirt or dark grey pinafore dresses [both knee length] or dark grey school trousers\*, standard white shirts with a yellow school sweatshirt and school shoes. Summer dresses to be yellow and white squares. School ties are optional

For P.E. children need plimsolls, plain black shorts and a yellow school T-shirt. Older children may wear trainers where plimsolls in their size cannot be obtained. In the winter months for outdoor P.E./Games lessons all children may also wear a warm top [not their school sweatshirt] and tracksuit bottoms. P.E. kit must be clearly named and kept in a suitable bag, which usually stays in school until the end of each half term.

General school wear is available from a variety of high street stores. Black fleeces, P.E shirts and yellow sweatshirts, with the school emblem, are available from Brigade ([www.brigade.uk.com](http://www.brigade.uk.com)) Other items such as ties, book bags and shoe bags are available from Mrs Bailey in the school office.

Coats should be hard-wearing, warm and waterproof. Shoes should be school-type in black with a low heel. **All items must be clearly named.** School trousers are those of a traditional tailored school pattern. Styles that vary from this e.g. by being tight/loose fitting or with additional decorations are not to be worn.

### Valuables

The school cannot accept responsibility for money or items of value that are not handed to a class teacher or to the office for safe-keeping. Any money should be securely contained and labelled before handing in.

Mobile phones and other electrical hand held devices are not permitted in school - if children in KS2 do bring in a phone, it must be held in the school office and only used in emergencies.

### Jewellery

We do not permit the wearing of rings, brooches, earrings, necklaces etc at any time. (Necklace/bracelets worn for medical reasons i.e. to inform health professionals are permitted.)

Where ears have been recently pierced, then small plain studs are permitted. On days when children participate in P.E., parents are requested to ensure that studs are removed and kept at home. In the case of children in reception class we ask parents to ensure that children come to school **without** any form of jewellery including studs, at any time.

### Parking

In the interests of safety please drive slowly when entering the School and park only in the marked bays provided, when dropping off and collecting children. Please do not be in the school carpark before 8.20am in the morning and before 2.50pm at pick up time. Spaces are available for those with disabilities, please leave them free for those who really need them.

### Snacks

Ash Cartwright & Kelsey School encourages pupils to eat a balanced, healthy diet. Younger children in Key Stage 1 enjoy a portion of fruit and milk daily. Children may bring to school a fruit based snack to eat at morning break. Milk is available at lunch time as a choice for children having a school lunch.

### **School Meals**

Children can enjoy a healthy meal cooked on the premises by 'Whole School Meals' a company dedicated to the use of local produce, with the emphasis on providing a balanced diet. For further information of the cost of school meals or to apply for free meals please refer to the school office.

All children in Years R, 1 & 2 are entitled to a free school meal under the Infant Universal Free School Meal programme. However, we ask parents who are in receipt of benefits to complete a 'traditional' free school meal form so that the school receives the Pupil Premium Funding to which those children are entitled.

Children may also bring packed lunches to school. These should not contain any nut-based products. Sweets should not be part of a child's packed lunch.

**Thank you for your support**  
**Mrs Crascall**  
**(Headteacher)**