



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

Dear Parents

We are very proud of our school which has been serving the village of Ash for nearly 300 years. 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 their full potential is realised.

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

Donna Battersea
Interim Headteacher

Nicky Loveless
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.

Mission Statement and Values

Mission Statement

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, forgiveness, respect and compassion** 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 which finances the maintenance of the present school. 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.

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 unit, Fledglings, which offers flexible childcare/nursery education from 8.45am until 3.30pm for children aged 2 years and older.

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 and 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.”

Mrs N Loveless
Chairman of Governors

Foundation Governors appointed by the Canterbury Diocesan Board of Education:

Mr C Watson, Mrs N Loveless (Chairman), Mr I Belsey

Foundation Governors appointed by the Parochial Church Council of St Nicholas church, Ash-with-Westmarsh:

Mr A Collings, Mr N Hassall, Mr W Pemberton

Local Education Authority Appointment: Mrs A Burchell-Trent

Ex-Officio Foundation Governor: Mr B Vennart

Parent Governor: Mrs L Porreca and Mr N Gault

Head Teacher: Mr M Crick

Staff Governor: Mrs E Parker

Clerk to the Governing Body: Mrs T Filmer

The School Staff

Mrs D Battersea	Interim Head Teacher
Mr P Marsh	Deputy Head Teacher
Mrs C Collard	Assistant Head Teacher
Mrs K Bailey	Office Manager/PA
Mr B Wilson	Teacher
Miss S Butler	Teacher
Miss C O'Brien	Teacher
Mrs K Tanton Brown	Teacher
Mrs J Osborne	Teacher
Miss S Butler	Teacher
Ms J Jefferies	Teacher
Mrs S Ervine	Teacher
Mrs J Halling	Teacher
Mrs N Marsh	Teacher
Mr G Benson	Supply Teacher
Mrs A Iivil	Supply Teacher
Mrs B Sampson	Supply Teacher
Mrs J Amos	Supply Teacher
Miss M O'Connor	Additional Educational Needs
Mrs A King	Teaching Assistant
Miss S Daniels	Teaching Assistant
Mrs S Turner	Teaching Assistant
Miss F Basaratti	Teaching Assistant & Midday Supervisor
Mrs D Thomas	Teaching Assistant
Mrs A Cryer	Teaching Assistant & Designated First Aider
Mrs A Talbert	Teaching Assistant
Mrs C Jones	Teaching Assistant & Midday Supervisor
Mrs L Parker	Teaching Assistant
Mrs J Newing	Teaching Assistant & After School Club Supervisor
Mrs E Brice	Teaching Assistant
Mrs C Kingsland	Teaching Assistant
Miss L Armstrong	Teaching Assistant
Miss A Souness	Teaching Assistant
Miss R Goddard	Teaching Assistant
Mrs K Ash	Teaching Assistant
Mrs A Batchelor	Teaching Assistant
Miss M Loveless	Teaching Assistant
Mrs A Johnson	Teaching Assistant
Mrs A Cox	Communication Support Worker
Mrs S Maudlin	Communication Support Worker
Mrs J Collings	Nursery Supervisor & Nursery SENCO
Mrs B Bradley	Nursery Assistant & Breakfast Club Supervisor
Miss D Andrews	Breakfast & After School Club Assistant Supervisor
Mrs G Ponting	Finance Assistant
Mrs D Longley	Midday Supervisor
Mrs C Wright	Midday Supervisor
Mrs D Longley	Midday Supervisor
Mrs K Humphries	Midday Supervisor, Cleaner & Relief Nursery Assistant
Ms T Hogben	Cleaner
Mr D Kemp	Caretaker
Mrs S Goreham	Cook
Mrs H Bourner	Assistant Cook
Ms L Lee	Kitchen Assistant

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 'Sunny grams' in recognition of sustained achievement or exemplary effort.

Lunchtime is from 12.15 until 1.15pm, 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 2-3 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 2-3 who are registered with Fledglings Nursery.

Fledglings Nursery

Nursery sessions are from 8.45-11.45am and 12.30 – 3.30pm 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.

For further information please refer to the Fledglings Prospectus.

Admissions Procedure 2017

On 25th November 2015 the Governing Body determined that the admissions policy for September 2017 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 attempting to secure 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 affiliation¹.

- a) Children in Local Authority Care.²
- b) Children with brothers or sisters³ already attending the school when the child starts
- c) Children with medical⁴ compassionate needs that can be met by provision made by the LA and / or Governors.
- d) Nearness to school (in a straight line).⁵

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.

Completion of the supplementary form is not compulsory, however failure to complete and return the form may affect the priority rating of the application.

Parents are asked to have their minister/rector/vicar complete a form to enable church criteria to be applied in case the school is over subscribed.

In accordance with the relevant Acts of Parliament, the Governors will make arrangements for Parents to appeal against the refusal of the Governors to offer a place for their child in the school. The Chairman of Governors, on request, will provide details of the procedure.

Children are admitted to the school at the start of the academic year in which they are five. Some children will attend school full time, others for part of the day. 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 which the admission arrangements are described along with other routines and school rules. All children attend from the start of term 1. The length of time they are in school each day is increased progressively so that all children are in school all day by week 3 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

¹ **Children with Church Affiliation** - The family supporting the principles on which the school was founded. The Governors will take into account the commitment to the Christian Faith and worship on the part of the family using information supplied on the Supplementary Information Form on the frequency of church attendance by the child and / or parents over the year before the form is submitted. Children will be ranked according to the level of church involvement at a church which is part of Churches Together in England and/or the Evangelical Alliance.

² **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).

³ **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.

⁴ **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. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.

⁵ **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.

⁶ **Tie-breaker** - If any category is oversubscribed applicants will be ranked by straight line distance [as defined above] and those closest given priority

⁷ **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 curriculum. As well as English and Maths, the following subjects are taught: Science, Computing, History, Geography, Art and Design Technology, Primary Modern Foreign Languages, Music, Religious Education (RE), Personal Social Health Citizenship Education (PSHCE) 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 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 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: chess, art, netball, football, cricket, drama, computers, maypole dancing, choir and school band.

Musical interests are further developed by tuition in a variety of instruments from tutors who visit the school each week.

Children enjoy a wide range of educational visits 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, every effort is 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 to assist with consultation and planning. Whilst the National Curriculum applies to all pupils, it may be modified according to the needs of those with special educational needs.

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. Assistant Designated Safeguarding Officers are Deputy Head Teacher Mr Marsh and Assistant Head Teacher Mrs Collard.

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 and summary progress reports in Terms 2 and 4 and a written annual report in Term 6. Assessment Record Folders move with pupils through the school, documenting progress and the targets set. 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 Council

The school seeks to actively involve parents in every aspect of school life. Volunteer parents form an advisory group to discuss and provide feedback on a variety of topics, to help inform the decisions made by the Senior Management Team and Governing Body.

The group meets regularly with the Head Teacher and a Governor to discuss items such as school policies, local issues and any matters that may help to improve the quality of the children's school experience. The group welcomes additional members and any comments you may have.

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.

School Council

We have a School Council made up of two representatives from each class who meet regularly and invites the children of the school to have a say on issues important to them. The School Council 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. The Reverend David Moulden 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 participate in the Kent 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, The Canterbury Academy, Archbishops School, The Spiers Academy.

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 usually focuses on English and Maths, and ranges from 10 minutes per day for younger children, to 30 minutes per day for those in Year 6. A homework timetable is provided by your child’s class teacher.

Key Stage 2 results, Year 6, June 2016

		SCHOOL	NATIONAL	Progress from KS1 to KS 2	Average scaled score SCHOOL	Average scaled score NATIONAL
Combined reading/writing/maths	% expected standard +	34.8	53.0			
Reading	% expected standard +	60.9	66.0	0.3	103.5	103.0
Writing	% expected standard +	82.6	74.0	1.0	N/A	N/A
Maths	% expected standard +	60.9	70.0	-2.4	101.0	103.0
Grammar, spelling and punctuation	% expected standard +	52.2	72	N/A	101.8	104.0
Combined reading/writing/maths	% greater depth	0	5.0			
Reading	% greater depth	13.0	19.0			
Writing	% greater depth	0	15.0			
Maths	% greater depth	4.3	17.0			
Grammar, spelling and punctuation	% greater depth	13.6	23.0			

Key Stage 1 results, Year 2, June 2016

		SCHOOL	NATIONAL
Reading	% expected standard +	71.4	74.0
Writing	% expected standard +	57.1	65.5
Maths	% expected standard +	75.0	72.6
Reading	% greater depth	17.9	23.6
Writing	% greater depth	10.7	13.3
Maths	% greater depth	14.3	17.8

Foundation Stage Results, Reception, June 2016

		SCHOOL	NATIONAL
	% good level of development	77.8	69.3
	% exceeding or expected literacy goals	77.8	N/A
	% exceeding or expected maths goals	83.3	N/A

Phonics Results, Year 1, June 2016

	SCHOOL	NATIONAL
% 32 + (i.e. met the expected standard)	93.1	80.6

Attendance

Pupil information [excluding nursery] for the academic year 15/16

% attendance 96%

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.

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 school 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 ANNEX B in the accompanying notes.

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. The school has a Relationships and Sex Education Policy, a copy of which is available on request. As questions arise from their studies, children are answered individually and some of the curriculum is purposely designed to prompt such enquiries e.g. through TV programmes.

Children in Year 6 in their last year at school are given more specific information relating to body changes and growth, including human reproduction. This is done by their class teacher via the medium of an appropriate video and subsequent discussion.

Parents of these children are informed in advance by letter and can view the video before it is shown to their children. We encourage parents to take advantage of this opportunity to answer those questions which are clearly a parental responsibility.

Positive Behaviour

We aim to foster a spirit of respect for self and others with clear guidelines for endorsing good behaviour. 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 the team names. 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 can be given for work, behaviour and demonstrating the school values.
- In KS1/Wrens children will receive a certificate to show parents they have received a house point and what it is for.
- 1 house point can be awarded at a time.
- Each week the whole school will focus on a **value of the week**, this will be announced in worship on Monday. Each child spotted demonstrating that value will have their name put into a box. There will be a separate box for KS1 & KS2. The names will go into the box and on Friday a name from KS1 & KS2 will be drawn out. The winner of each Key Stage value of the week will receive a certificate. Anyone can put forward a child they see demonstrating that value. Names can be added into the draw more than once a week.
- Each week, each teacher will nominate a child in their class to receive the **Headteacher 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.
- Each class will have a **Community Cup** that can be filled up when every member of the class is seen to be doing something, e.g. lining up quietly, tidying up when asked to do so. When the Cup is filled the class will decide together on their reward.

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

1. Name in book
2. Warning
3. Time out in link class
4. Write letter
5. Head Teacher's Warning
6. Back with letter – triggers 'Thundergram' home.

N.B. Stages may be skipped if behaviour dictates that firmer action is required. At any stage other options may be used e.g. loss of privilege such as 5 minutes less playtime.

The children start each new day with a clean slate, however if more than one 'Thundergram' is sent home in a term, then additional support would be sought from parents to assist the school in dealing with undesirable behaviour.

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', 'Skills for the Primary School' and 'Kidscape Programme'. 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 unwanted advances, 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

For boys: dark grey school trousers*, yellow school sweatshirts, white standard shirts and school shoes. School ties are optional.

For girls: 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 the school office together with other items such as ties, book bags and shoe bags.

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. Parents are advised to take out personal insurance if they feel it necessary.

Mobile phones and other electrical hand held devices are not permitted in school.

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.

Welfare

The school has a Family Liason Officer who works with parents concerning any aspect of the welfare of their children and may be contacted through the school office.

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. Spaces are available for those with disabilities, please leave them free for those who really need them.

Snacks

Ash Cartwright & Kelsey School is proud to be recognised as a ‘Healthy School’ and 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 must not contain any nut-based products. Sweets should not be part of a child’s packed lunch.