

Hello and welcome!

Dear Parents

Welcome to another school year, especially to all those who have just joined us at Ash Lea.

Here at Ash Lea School we have an 'open door' policy where parents and carers are welcomed into school. We very much look forward to working with you over the forthcoming school year.

Dawn Wigley

Headteacher

Ash Lea Vision Statement

Working together to be the best that we can be

School Code

Do the best that you can all of the time
Listen carefully to what others have to say
Help each other whenever you can
Always be polite and friendly

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Working together to be the best that we can be

Ash Lea Values

We value and respect others

By treating our pupils, school community and each other with respect and consideration, we become a truly inclusive organisation.

Positive Behaviour	We show this when we...
Treat people as individuals	consider others' points of view and value everyone's contribution.
Polite and approachable	are courteous, positive and helpful.
Attentive	actively listen to what people say (however they communicate) and respond in a way that shows we are listening.
Trustworthy and reliable	do what we say we are going to do.
Pupil focused	go the extra mile to meet the pupils' needs.

We are professional in all that we do

We act professionally by being the best that we can be, behaving with integrity and taking personal responsibility for our behaviour and decisions

Positive Behaviour	We show this when we...
High standards	always strive to do our personal best.
Be a role model for others	consider how we behave; be measured and consistent in our responses.
Take responsibility	accept responsibility for our actions and for the school as a whole.
Protect the good reputation of the school	uphold our values and reflect these in our conduct at all times.
Act appropriately	treat others with respect and consideration whatever the situation.
Communicate effectively	adapt our level and means of communication for the audience.
Show integrity	are open and honest in our motives and conduct.
Respect for the school environment	take care of the school's resources and environment, ensuring that it is a safe place to work and learn.

We are one team working together

We act as a team when we respect and value each other and work together to provide the best possible education for our pupils

Positive Behaviour	We show this when we...
Share a common goal	work as a team to provide a safe and excellent learning environment for Ash Lea pupils.
Value everyone whatever their role	respect colleagues and the contribution they make.
Support colleagues	help others when we can, take a genuine interest in supporting others to achieve their objectives.
Work collaboratively	have a positive attitude to working with others, we listen and offer constructive advice.
Think about what we say and how we say it	communicate with each other in a constructive and polite way, carefully considering what is appropriate to discuss and who will hear it.

We are open to change

By understanding the need to develop, we open ourselves up to new ideas and ways of working, ready to meet the challenges we face.

Positive Behaviour	We show this when we...
Open to change	are open-minded about new ideas and suggestions.
Contribute to change	accept constructive criticism and take responsibility for improving the way we do things and challenge things if they can be done better.
Encourage ideas	help others to develop their ideas in a positive way
Supportive of change	recognise that change is an investment in our future

Senior leadership team

Headteacher	Mrs Dawn Wigley
Assistant Headteacher	Ms Sandra Gell
Assistant Headteacher	Ms Kate Davies

Governing Body

NAME	Position
Dawn Wigley	Head Teacher
Dr. Alex Macdonald (Chair)	Co-opted Governor
Jeremy Pickering (Vice Chair)	Co-opted Governor
Vacant	Co-opted
Steve Gardner	Associate Governor
Vacant	Parent Governor
Jacqui Parry-Evans	Co-opted governor
Marie Nicholson	Parent Governor
Ben Whitmarsh	Co-opted governor
Sandra Gell	Staff Governor
Sadie Fletcher	Associate Governor
Alan Swales	Associate Governor
Dr. Bob Nowicki	Associate Governor

Home / School Liaison

We want to encourage good communication between home and school. We welcome parents to come into the school at any point in the school day or year. It is always helpful if an appointment is made for any discussion. This will enable us to ensure that adequate time and attention can be given by the most appropriate staff in order to meet your needs. Class teachers will produce a newsletter highlighting achievements and news from the class at the beginning and end of each term as well as a whole school newsletter once a term. Some pupils will also have a personal home/school diary. The older pupils are encouraged to be more independent and have a planner which should help them remember what they are doing each week and what equipment to bring into school.

All the teachers have a school e-mail address and check this on a regular basis. If you wish to communicate with the class teacher this is a good method.

- vicky.caunt@ashlea.notts.sc.uk / louise.douglas@ashlea.notts.sch.uk
- katie.evans@ashlea.notts.sch.uk
- lisa.brown@ashlea.notts.sch.uk
- daniel.sheldon-smith@ashlea.notts.sch.uk
- luke.skillington@ashlea.notts.sch.uk
- caroline.morrison@ashlea.notts.sch.uk
- james.sheppard@ashlea.notts.sch.uk
- neil.phipp@ashlea.notts.sch.uk
- heather.keating@ashlea.notts.sch.uk
- kate.davies@ashlea.notts.sch.uk
- sandra.gell@ashlea.notts.sch.uk

Website

Please use the Ash Lea website for regularly updates and copies of useful forms. All letters that are sent out can be found on the website as well.

Medication

School nurses have been withdrawn from the premises and all administration of medication is now undertaken by trained Health Care Assistants employed by the school. Please send any medication pupils may require during the school day **clearly labelled** for the attention of Kerri Boaden via the bus escorts. Please do **not** put medication in your child's bag.

Confidentiality is obviously of the utmost importance. Health professionals routinely carry out health checks on pupils and are also involved in immunisation programmes. Parents are fully involved and informed of all matters.

Health Staff

Dr Toni Wolff, Dr Katherine Martin and a registrar will be acting as Ash Lea's school doctors. One doctor will visit the school each month.

Other health professionals who work in school are Physiotherapists, Occupational Therapists, Child and Adolescent Mental Health Services (CAMHS) and Speech and Language Therapists.

The Ash Lea Curriculum

If a child can't learn the way we teach, maybe we should teach the way they learn.

The changes to the curriculum at Ash Lea began in 2014 and came about because staff felt that the National Curriculum didn't meet the individual needs of the pupils, and the assessment criteria of P levels and National Curriculum levels was not the most appropriate measure of progress and attainment. As part of the desire to develop a child centred curriculum, an INSET day was planned led by Peter Imray who co-wrote Curricula for Teaching Children and Young People with Severe or Profound and Multiple Learning Difficulties. He outlined how 'those with SLD learn entirely differently to neuro-typical conventionally developing learners, and as such we are bound to teach them differently and teach them different things.' Alongside this, the school invested in developing play through training from Totem Pole. Gradually the curriculum changed and evolved and this curriculum document reflects the changes we have made.

Penny Lacey, an eminent figure in the field of special education, who worked to create a new curriculum based on a personalised approach to learning, suggested that a curriculum for young people with learning difficulties needs to be constructed around the "twin pillars" of "communication" and "cognition". There needs to be a "move away from a National Curriculum perspective to a developmental perspective" she argues, with "communication" and "cognition" being the principal things which are explicitly taught. For many young people with learning difficulties, subjects such as history and music should serve to provide a context for learning "communication" and "cognition" rather than represent the focus of learning. However, the extent to which different learners with learning disabilities engage with the National Curriculum needs to vary, according to their attainment levels and nature of their SEN. In order to provide pupils across Ash Lea with experiences that are relevant, interesting and challenging, and to identify opportunities for progression, we have adopted a curriculum structure which encompasses 3 broad levels: 'pre-formal', 'semi-formal' and 'formal'. These terms, originally coined by Whitefield SAC (2009), offer a means of making subtle distinctions between not only groups of learners but also the degree of curriculum formalisation they will experience in either building the prerequisites for, or working within, a more 'conventional' National Curriculum type approach.

The levels are not defined by age, but by need and achievement; pupils are therefore able to move flexibly between levels at any point during their school career. Each level covers skills, knowledge and understanding across a range of areas of learning, and they are blended together, so as to facilitate a 'learning flow' between the three. Individual learning needs are further met through bespoke intervention programmes for enhanced personalisation.

The Pre-formal Curriculum: For learners with Profound and Multiple Difficulties (PMLD), working between P1 and P4, and at a developmental level of between 0 and 18 months.

The Semi-Formal Curriculum: For learners with Severe Learning Difficulties (SLD), working broadly between P4 and end of KS1 expectations.

The Formal Curriculum: For learners with Moderate Learning Difficulties (MLD) working at P8/end of year 1 expectations or above in the National Curriculum.

Sex and Relationships Education (SRE)

Throughout the school teachers will decide which aspects of SRE should be taught, appropriate for each individual's needs, in order to prepare students to lead a happy, safe and healthy life.

You will be informed by letter if your child is due to be involved in SRE lessons and if you have any concerns at all please contact the class teacher who will be happy to discuss them with you.

Parents do have the right to withdraw their child from SRE lessons. If this is your intention please contact the school.

Homework

As part of our commitment to working with parents as partners in education we actively encourage students to practise skills being taught in the classroom in other environments. This could take the form of work being taken home to complete. It could be in the form of exercises to be undertaken, reading to be practised or simple investigations to be carried out. When work is sent home it will have an explanation with it so that everyone is clear about the aims of the task.

Parent evenings / workshops / open sessions

During each academic year there will be one parent / teacher consultation evening; two individual education priorities (IEPs) as well as the Education, Health and Care review. This will provide opportunities for you to discuss your child's targets and progress with the teachers who are responsible for their educational provision.

Throughout the year there will also be opportunities for you to attend parent workshops / open sessions where we will share the work that we undertake in different areas of the curriculum.

The school day

At Ash Lea School we have timetables for each class group. A copy of your child's timetable is available on request from the class teacher. Pupils arrive at, and depart from, school at slightly different times - according to their particular transport timetable:

- The first transport is scheduled to arrive at school at 9.00 a.m.
- Most pupils depart from school at 3.30 p.m.

Swimming / Hydrotherapy activities

Swimming sessions take place at Cotgrave Leisure Centre and hydrotherapy at either Oakfield or Carlton Digby School

Parents of pupils who access hydrotherapy for their water activities will be informed of their child's individual timetable.

All pupils who attend swimming or hydrotherapy activities should have suitable clothing. Your child's teacher will inform you when swimming and hydrotherapy sessions take place. A swimming costume (two piece costumes should not be worn) and towel should be sent into school.

We will assume that children are able to participate in swimming and water therapy activities unless we are informed by parents, in writing, that this is not the case. We would rather pupils did not wear goggles for swimming but, if you think your child needs them, please make sure they can use them independently and request permission in writing.

Please mark all items of clothing and bags with your child's name.

Safeguarding children procedures

The safeguarding children coordinator at Ash Lea School is the head teacher, Mrs. Wigley. The Local Authority requires head teachers to report any obvious situations where children might be deemed to be at risk. These procedures are designed to protect the interests of all parties. When a school refers a concern, it is not making any kind of accusation but requesting that further clarification is sought as to whether a child is at risk. It is hoped that parents will understand that the head teacher is acting in the best interests of all parties and that the happiness and well-being of the child must always be the prime concern within school.

We are very aware that our pupils do get bumps, grazes and bruises both at school and at home. To help with this, if a child has an accident in school you will be notified by the home/school diary or by a telephone call. The accident is also recorded in an accident book at school. If your child has had an accident or injury at home which has left a visible mark it is also advisable to inform school. If we see a mark (especially in an unusual place) we may well give you a ring to clarify what has happened.

If you would like a copy of the school's Safeguarding Policy, please do get in touch with the school office. There is also a copy on the school web site:

<http://www.ashlea.notts.sch.uk/wp-content/uploads/2018/01/Whole-School-Child-Protection-Policy-and-Templates-2017-2018.pdf>

It is important for parents and carers to inform school if someone different or unknown to school will be picking up their child. You will be asked for a password for that person to give us before we allow your child to leave the premises.

Preventing Extremism & Radicalisation Policy

Prevent duty: In line with national policy, Ash Lea School will ensure that it is equipped to identify and respond appropriately to concerns regarding extremism and radicalisation.

The named Prevent coordinator is Dawn Wigley

The Prevent duty reinforces existing duties placed upon educational establishments for keeping children safe by:

- Ensuring a broad and balanced curriculum is in place to promote the spiritual, moral, social and cultural development of pupils.
- Assessing the risk of pupils being drawn into extremist views.
- Ensuring safeguarding arrangements by working in partnership with local authorities, police and communities.
- Training staff to provide them with the knowledge and ability to identify pupils who may be vulnerable to radicalisation.
- Keeping pupils safe online by using effective filtering and usage policies.

<http://www.ashlea.notts.sch.uk/wp-content/uploads/2016/05/Preventing-Extremism-Policy.pdf>

Looked after children

We have a number of looked-after children at Ash Lea and we have a designated coordinator:

Named Person: **Sandra Gell**

If you wish to speak to Sandra please contact her through the main office or send her an e-mail.

sandra.gell@ashlea.notts.sch.uk

Change of address/ telephone number

Parents are asked to inform the school immediately of any change of address, email or telephone number (including emergency contact numbers). This is especially important as we are using the **text alert/email alert** service more and more to inform you of closures or changes to our normal activity.

Personal belongings, money and medication

All personal belongings should be clearly marked with the child's name. We cannot be responsible for money or valuables left in the students' care. **Money (including dinner money) valuable items and medication should always be clearly labelled "For the attention of ..." and sent into school via the bus escort**, who will acknowledge receipt by completing a form which will accompany the item(s) to the school office. From the office they will be passed on to the appropriate recipient. If older pupils wish to bring in their own money, please ensure that the escort knows that they have it. A message will then be passed on to the office staff, who will make enquiries to check that it has reached the right destination.

Respite care arrangements

It is the parents'/carers' responsibility to notify the school office, in writing, of all the respite arrangements.

Promoting positive behaviour

At Ash Lea School we expect high standards of behaviour at all times. All students are encouraged to be caring members of the community. We expect them to have good manners and to show respect and understanding for each other as well as adults.

School staff deal with any minor incidents of unacceptable behaviour. We do have a policy of positive rewards, encouraging good behaviour by praise, stickers, Record of Achievement certificate or a mention in the "good work book".

If we have any real concerns about behaviour, we will always make contact with parents to discuss the matter with them.

The school's code of conduct, which is displayed around the school, is regularly reinforced with students.

The school's behaviour policy has been agreed by pupils, staff, parents and governors. A copy of the policy can be made available for you to look at.

<http://www.ashlea.notts.sch.uk/wp-content/uploads/2017/03/Behaviour-Policy-March-2017.pdf>

Charging for activities

The governors have agreed to adopt the LA's charging and remissions policy. Most visits do incur costs and the school may ask for voluntary contributions for such activities. However, no child will be disadvantaged. Please do let the school know if you need support with the payment of any activity; you can speak in confidence with Sadie Fletcher (sadie.fletcher@ashlea.notts.sch.uk), Dawn Wigley or your child's class teacher.

<https://www.ashlea.notts.sch.uk/wp-content/uploads/2018/07/Charging-and-Remissions-Policy-July-2018>

Attendance

Parents have a legal responsibility to ensure that their children arrive on time. As most of our pupils are transported to and from school, this means boarding the transport at the time allocated. If parents bring their children into school late they should report to the school office in the first instance. This ensures that their arrival is noted in the register and that a lunch can be ordered. If your child is going to be late because of an appointment please let the office know in advance so that necessary arrangements can be made.

If your child does not arrive in school on transport you must ensure that you make contact with them in order for your child to be collected from school.

The school has an attendance policy <http://www.ashlea.notts.sch.uk/wp-content/uploads/2017/05/Ash-Lea-School-Attendance-Policy.pdf> and Luke Skillington / Caroline Morrison monitor attendance on behalf of the school. If you would like a copy of the policy or wish to speak to them please do get in touch at caroline.morrison@ashlea.notts.sch.uk luke.skillington@ashlea.notts.sch.uk

Absence / illness

Parents need to contact the school by telephone, letter or email if your child is absent. If this is not done an absence enquiry will be made via the text messaging

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system. If parents need to request permission for a pupil to be absent from school for a period of time, a form requesting leave of absence is available from the school office that **must** be filled in beforehand, with as much notice as possible. However, continuity of education is vital and absence from school during term time will not be authorised except in exceptional circumstances at the discretion of the head teacher. The spring term is particularly important for older students completing accredited courses and exam work and we ask that parents particularly avoid absence during this time.

If pupils are unwell at the beginning of the day they should be kept at home. If a pupil is unwell during the school day we will make contact with parents if it is felt that the student should be returned home. If your child has sickness or diarrhoea they should stay away from school for **48 hours after symptoms have stopped**.

Several key staff hold the "First Aider at Work" qualification and most other staff have had basic first aid training. They are able to treat minor injuries. If there is any reason to take or send a student to the hospital, we will contact parents and ask them to meet their child (who will be accompanied by a member of staff) at the hospital.

Parents need to contact the school by telephone, letter or e-mail
reception@ashlea.notts.sch.uk

Dinner money

It is essential that dinner money is kept up to date. All parents have access to **SchoolMoney** which provides an online payment and dinner money top up service. To log into **SchoolMoney**, visit the website www.eduspot.co.uk and click on the sign in button in the top right hand corner. In the drop down, select the **SchoolMoney Parent Login** option and this will send you through to a page where you need to enter your mobile number, email address, the password we have sent to you, and your child's first name. If you need a new password or are having problems signing in, please contact the office. Alternatively, cash or cheque can be sent into school via bus escorts or handed in at the office.

rebecca.biddles@ashlea.notts.sch.uk

School milk scheme

If you are interested in the school milk scheme, you need to register online for free/subsidised milk. All students who receive free schools meals are entitled to free daily milk but you will have to register. To register for the milk scheme you can do this online at <https://customers.coolmilk.com/v2/register/> or telephone 0800 1422972 for the customer service team.

Security

Please sign in each time you come into school. This enables us to make an accurate check of who is on the school premises in the event of an emergency.

If you bring or collect a child from school yourself please report to the office. You will be asked to sign a book stating the date and time of arrival or departure. Again, this also helps us to keep an accurate check of who is in school in the event of an emergency. No child will be allowed to leave the premises without the direct agreement of his/her parent/carer. Please inform the office if another person e.g. 'granny' will be collecting the pupil from school or afterschool club and we can make security arrangements.

No smoking policy

Ash Lea School operates a no smoking policy. This includes the grounds, school vehicles, and any school activities that occur off - site.

School dress

We encourage all pupils to wear school uniform. The school colours are purple, grey and white. It is relatively inexpensive, hard wearing and washes well! Pupils who wear uniform regularly look smart and set a standard of appearance of which both parents and school are proud. In every case, it is essential pupils attend school appropriately dressed.

UNIFORM

- White/Purple polo-shirt with school logo or white plain polo-shirt/blouse/shirt
- Grey/black trousers, skirt or leggings
- Grey or purple sweatshirt/cardigan with school logo
- Grey school fleece (optional)
- Purple/Grey Zip-front hooded sweatshirt (Post 16 only)
- Purple and white checked summer dress

PE KIT

- White round neck t-shirt
- Black shorts, tracksuit/jogging bottoms or leggings
- Sturdy trainers/plimsolls
- PE Bag

All items of uniform are available from:
Schoolwear Solutions
806 Woodborough Road
Mapperley
Nottingham
NG3 5QJ
0115 8719926

Clothes can be ordered online from Schoolwear Solutions at

www.schoolwearsolutions.com

Shoes should have non-slip soles, low heels and fully enclose the feet in order to reduce the risk of accidents. **Pupils must not wear open-toed shoes.** Jewellery should not be worn to school, including any piercings, except stud type earrings. Pupils must be able to remove earrings themselves when taking part in PE and swimming or ensure they are left at home that day.

Please note the following:

- All items of clothing, including P.E. kit, should be clearly marked with the pupil's name.
- For Health and Safety reasons, **NO** jewellery may be worn apart from a watch and stud earrings (which should be removed for some activities).
- A small rucksack is useful for pupils to bring items into school. They are also easier to hang on pegs or on wheelchairs (leaving the floor clear and free of trip hazards).
- If your child outgrows their school uniform, do send it into school. We like to recycle items of uniform by offering them to other students.
- Keep fastenings on clothes to a minimum. This encourages independence and improves speed when changing for different activities.
- Please ensure that your child comes into school with an appropriate outdoor coat/waterproof

Personal information

Ash Lea School respects you and your child's privacy when you use the school's services and is committed to complying with privacy legislation and copy of our Privacy Notice can be found on the school website at <https://www.ashlea.notts.sch.uk/privacy-notice/> All data is processed and retained

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in line with the General Data Protection Regulations (GDPR); a copy of our Student Data Privacy Notice is available on request. All personal information given to the school is treated as confidential and will not be divulged to any other party without permission. We have a form that is completed upon admission that asks for personal details. This is kept in the pupil's file.

Parking

Parking space is very tight within the school grounds but, in order to promote a good relationship with our neighbours, could you please park within the school grounds especially between 9.30am – 2.30pm – around the back of the building (near pupil entrance)

Parental involvement

There are lots of opportunities for parents to be involved in the life of the school. Please contact us at school if you can help in any way.

Swimming

Help is needed in the following ways:

- going to and from the pool
- support at the pool
- observation of different parts of the pool area
- support in the water

Classroom activities

Examples could involve support with the making of resources, listening to pupils read, supporting pupils in movement activities, assisting with motor learning sessions or helping with art activities. **We welcome your support.** If you are able to help (in any way and on any day) please contact us here at school.

Fundraising

From time to time we may ask parents for help with fund raising activities. This could involve serving on a stall, making refreshments, selling raffle tickets, collecting sponsors - the list is endless! We do hope that you will be able to spare some time for these tasks. We will keep you informed about events that are happening during this school year.

If you have any ideas for fundraising, please don't hesitate to contact the school or FOALS!

FOALS

All families are welcome to attend meetings and functions organised by the Friends of Ash Lea School. Its purpose is threefold:

- To raise funds to enhance the curricular and extra – curricular opportunities that are offered to the students
- To arrange a variety of functions where pupils, their families and friends can socialise
- To provide an information and support network for families of those who attend Ash Lea School

The group would like to extend a very warm welcome to any parents, carers or friends who would like to support, or benefit from, the work that they do.

Committee members can be contacted through the school office.

Details of events are sent out as and when they occur.

FOALS also have a Facebook page

The contact email is foals@ashlea.notts.sch.uk

Complaints

1. We aim to make our school a happy, safe and caring place so that pupils may benefit from the best possible education. All of our staff, both teaching and non-teaching, are dedicated to this aim. If you think we are not living up to your expectations, we want to know about it so that we may have the opportunity to put things right. We would also like to hear about the things you think we do well!
2. If you do have a concern or a complaint, speak to your child's class teacher. If he / she cannot resolve the matter, you should then discuss it with the head teacher.
3. Most complaints will normally be resolved at this stage but if this is not possible, or your complaint is about the head teacher, you should write to the governing body, at the school address, addressing the correspondence to the school governor nominated for investigating complaints, Jeremy Pickering.
jeremy.pickering@ashlea.notts.sch.uk

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4. The nominated governor will contact you to find out more about your concerns and will then investigate your complaint. She / he will write to you on behalf of the governing body with the results of her / his investigation.
5. If you are still not satisfied you may appeal to a committee of the governing body which will listen to your complaint. This committee will be made up of governors who have not had any previous involvement with your complaint. You will be able to attend a meeting of the committee to put your case. The head teacher and the nominated governor will also attend to explain what they have done to investigate and resolve your concerns. The committee will write to you after listening to all parties and coming to their conclusion.
6. In the very rare case that you remain dissatisfied you may pursue your complaint with the Secretary of State for Education. The Local Government Ombudsman is not able to consider complaints about schools, except where they relate to the admission of pupils.
7. Ash Lea does have a complaints policy which can be found on the web site <http://www.ashlea.notts.sch.uk/wp-content/uploads/2017/03/Complaints-Policy-February-2017.pdf> or a copy can be obtain from the office

E-Safety

Websites such as **Facebook** (among others) let you communicate with friends and, if you choose, strangers online and build networks of friends linked by shared hobbies and interests.

These sites are not used in school.

The Head teacher has written some recommendations for the use of social media.

It is **highly recommended** that staff:

- Should not allow pupils, past or present, to 'become friends' on social networking sites.
- Should not discuss matters to do with staff, pupils or parents on these sites
- Should **not** post photographs of pupils on these sites
- Should not give any parent or pupil their personal e-mail address. Communication with parents should be through school email.
- Should not allow parents of pupils to 'become friends' on social networking sites

Parents/carers can support in this complex area by not asking staff to become 'friends' on social media.

The fastest growing area of reported child abuse allegations has come from staff using social networking sites to communicate with children. The above recommendations are here to protect everyone.

Internet Safety Points

The school has an Internet safety guidance document which is based on guidance from the local authority.

- All students are supervised while using the Internet and there are guidance notes by all the computers.
- Students cannot send emails to unauthorised addresses
- Students cannot use Facebook or other social network sites from school computers
- Older students are given lessons on Internet Safety

<http://www.ashlea.notts.sch.uk/wp-content/uploads/2016/03/E-Safety.pdf>

INSET days

Each academic year there will be 6 INSET days. The first INSET day is always an administration day. This allows schools to decide what training they wish to focus on during the other days available. Inset days give the staff the chance to update essential training and focus on areas of development identified in the school improvement plan.

In order to meet the complex needs of the pupils who attend Ash Lea, staff need essential training. Over any 3 year period this includes:

- First aid training – every 3 years (whole day training)
- Safe manual handling – every year (whole day training)
- Health and safety awareness – every 3 years (2 hours)
- Child protection – every 3 years (2 hours)
- Fire safety – every 3 years (2 hours)
- Medical training- every year
- Positive options (MAPA) – every year

The INSET day dates will be listed on the Ash Lea School Diary Dates, which is sent out each September.

This year our inset dates are:

Day	What?
4.9.18	Health and Safety Fire and Safety
5.9.18	Safeguarding
26.10.18	Moving and Handling refresher
	Appraisal
	MAPA refresher
7.1.19	IEP review and setting process
	Medical training
25.2.18	Mental Health and Wellbeing
24.5.18	IEP review and setting process
	Medical training

Residential activities

Residential activities will be held at the end of each Key Stage. Next year the school are offering residential trips to all pupils at the end of a Key Stage (aged 7, 11, 14,16 and 18)

In order to secure a place on one of the residentials, a deposit is required and this will act as a commitment to paying the full amount nearer the time.

Unfortunately, in the past, pupils have dropped out of residential activities with little or no notice and school has had to pay the full amount.

Parents/carers are always able to pay for residential activities in instalments and there is support available to help with the funding of residentials, so please do get in touch with the school, to discuss this further.

This year we will be going to Lea Green on Tuesday 16th July–Friday 19th July and Wingate on Monday 24th June until Friday 28th June

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Extended Schools Activities

Sensation Club	Sensory/art/cookery	Tuesday 3.45 - 5.15	Primary age
Film Club	A cinema experience with popcorn and drink!!	Every other Tuesday 3.45 - 5.15	Key stage 3 & 4 & Post 16
14 – 19 Youth Club	Youth Club atmosphere	Every other Tuesday 3.45 - 5.15	Key Stage 4 & Post 16
Explorers club		Thursday 3.45 - 5.15	All ages

The Home School Agreement

Traditionally schools have a home school agreement which states what is expected from parents, the pupil and from school itself. We no longer feel that such a document is necessary; however we still wish to ensure that everybody involved in our school knows and understands our expectations.

1. The school will endeavour to:

- Encourage pupils to do their best at all times
- Take care of the pupils in our care
- Provide a broad and balanced curriculum and meet the individual needs of each pupil
- Strive for excellence in all that we do
- Keep parents informed about their child's progress on a regular basis

2. The family will endeavour to:

- Ensure that their child attends school regularly
- Let the school know about any concerns or problems that might affect their child's work or behaviour
- Attend meetings to discuss their child's progress

Ash Lea Vision Statement

Working together to be the best that we can be

- Support their child with any homework sent home

3. The pupil will endeavour to:

- Do the best that they can all of the time
- Listen carefully to what others have to say
- Help whenever they can
- Be polite and friendly

Making contact

Ash Lea School office (0115) 9892744

County Hall (Education Dept.) (0115) 9823823

Home – school transport (0115) 9773493

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