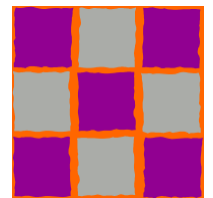
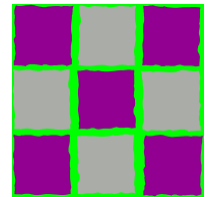
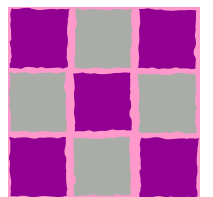
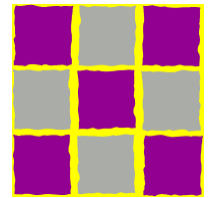
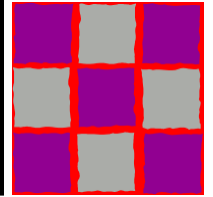
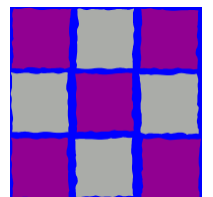
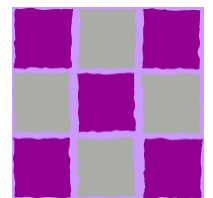


ASH LEA SCHOOL



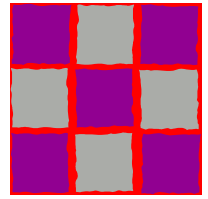
PROSPECTUS

2019 - 2020



**ASH LEA SCHOOL – Working together to be the best
that we can be**

ASH LEA SCHOOL



Head teacher: Mrs Dawn Wigley

Chair of governors: Dr. Alex Macdonald

Address: Owthorpe Road
Cotgrave
Nottinghamshire
NG12 3PA

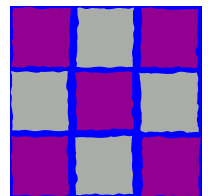
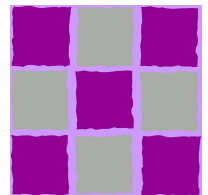
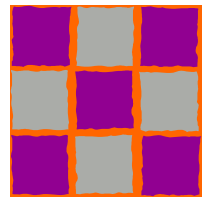
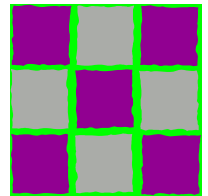
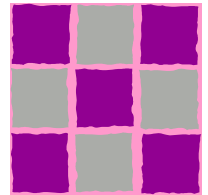
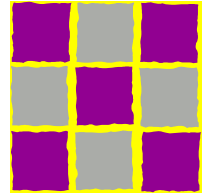
Telephone: (0115) 9892744

E-mail: reception@ashlea.notts.sch.uk

School type:

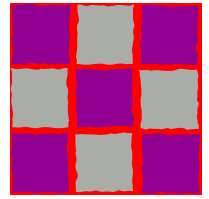
Ash Lea School is a day special school which caters for the educational needs of pupils (age range 3 to 18) who experience complex learning difficulties.

The number of pupils on roll at the beginning of the academic year 2019 - 2020 is 88.



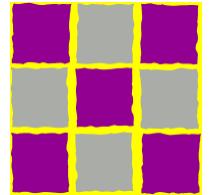
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WELCOME!

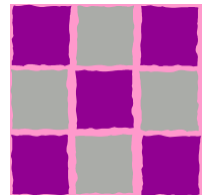


Dear Parents,

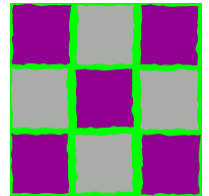
I am delighted that you have taken this opportunity to read about the work that happens at Ash Lea School. On behalf of the pupils, staff and governors I would like to welcome you to the school.



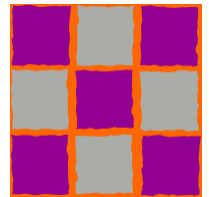
This prospectus has been designed to help you find out more about this school, its students, staff and governors. Through this prospectus, we want to give you a real insight into the school and what we are striving to achieve.



Ash Lea School is proud of the work it does and of the students who attend. Our aim is to make them confident, assertive citizens, well prepared to be as independent as possible and with a love for learning, life and all they have to offer.

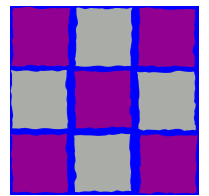
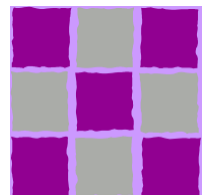


However, a prospectus cannot tell you everything!
Do come and meet with us and talk to the staff and pupils.



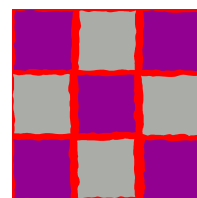
I look forward to meeting with you.

Dawn Wigley
(Head teacher)

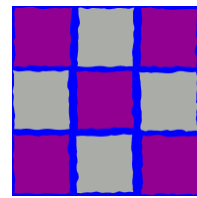
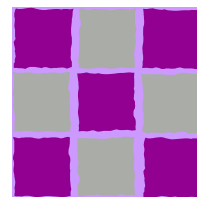
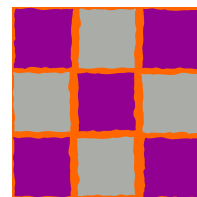
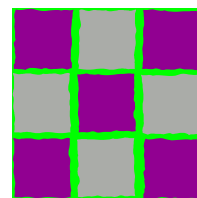
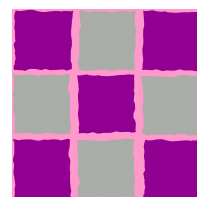
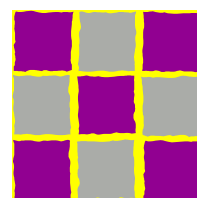


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OUR SCHOOL CODE



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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ADMISSIONS

All Pupils at Ash Lea School have an Education, Health and Care Plan.

Children are admitted to special schools with an 'Education, Health and Care Plan' which names the special school. Before an EHC Plan is issued, the child or young person will have undergone formal assessments. After this multi-professional assessment, parents will receive a draft plan describing the child's or young person's special educational needs and the various elements of special educational, health and social care provision required.

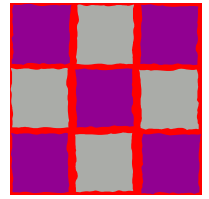
When considering a parent's preference, the Local Authority (LA) will need to be sure that the school named by the parent can meet the pupil's special educational needs and that the placement is consistent with the provision of suitable education to other children and young people already at the school. The LA also needs to be sure that the placement is compatible with the efficient use of available resources.

All special schools have a **SEND information report** which includes lots of information about the school.



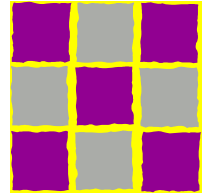
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OUR VALUES



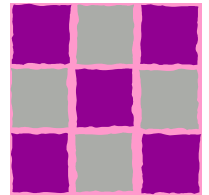
We value and respect others

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



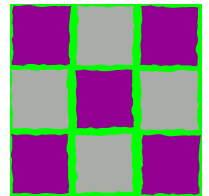
We are professional in all that we do

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



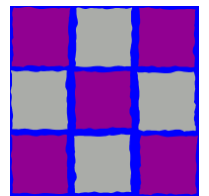
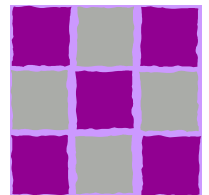
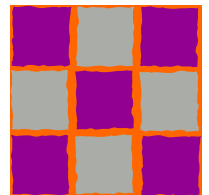
We are one team working together

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



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.



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that we can be**

ATTENDANCE

Regular attendance at school is vital to a child's progress. Absence from school not only means missed lessons but can also affect friendships and general progress.

If a child is genuinely unwell or has a dental / hospital appointment, then you simply need to inform the school and the absence will be recorded as "authorised". Children who are unwell should not be sent to school. If you can, telephone the bus / taxi company to tell them your child is off sick and this will save them an unnecessary journey. Let them know when your child is ready to return to school.

Other authorised absence includes work experience, college courses etc... We cannot authorise absence where no reason is given or where the reason is not valid. The school will follow up any unexplained absence as quickly as possible.

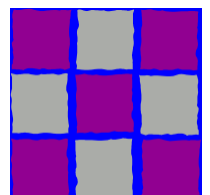
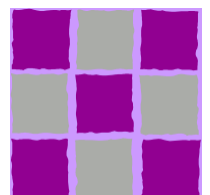
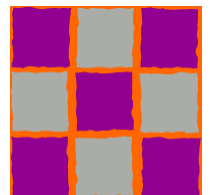
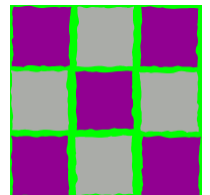
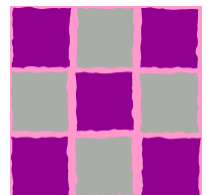
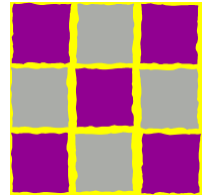
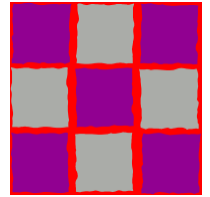
If a child becomes unwell during the school day, we will do our best to contact parents as quickly as possible.

In the event of an emergency, children may be taken to hospital. A member of staff will remain with them until parents arrive.

The school cannot authorise holidays in term time unless it is deemed an exceptional circumstance.

For planned off – site visits, a consent form will be sent home with details of the activity.

The attendance figure for 2018 – 2019 was 89.76%



PARENTAL LINKS

Parents are very welcome to visit school at any time. We like parents to be involved in the life and work of the school. If a meeting with a member of staff is required, a telephone call or e-mail contact prior to arrival helps with the smooth running of the school.

We have a system of home – school diaries and newsletters. These are intended to be a bridge between home and school and are used to celebrate and share activities that the students have been involved in. Parents are encouraged to write in them and to use them to inform school of any changes or happenings at home.

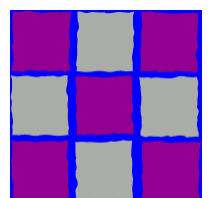
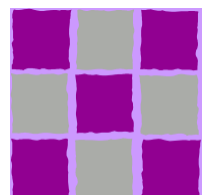
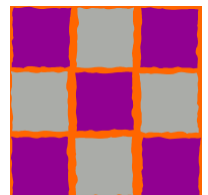
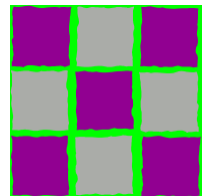
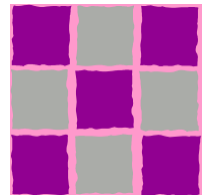
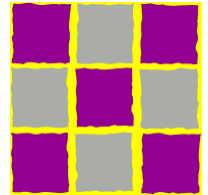
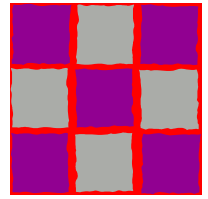
We actively encourage parents to help us with a variety of curriculum activities. Support is always valued and enables all students to access a wide range of exciting activities. Parents may wish to support the following types of activity: swimming, hydrotherapy, sensory work, motor learning, reading, leisure activities, off – site visits, residential activities etc.

We hold many events during the year, including concerts, special assemblies, parent consultations, IEP reviews, workshops etc... to which everyone is invited. All parents are invited to attend their child's annual EHCP review meeting.

We will contact parents immediately if we are concerned about any aspect of their child. We hope parents would let us know of any concerns that they might have.

Parents actively support fund raising efforts on behalf of the school. All parents are welcome to join the Friends of Ash Lea School (FOALS) who organise fund raising events and a calendar of social activities.

Parents are usually contacted by email but arrangements can be made for paper copies of letters if preferred.



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SCHOOL TRANSPORT

Free school transport is provided by Nottinghamshire County Council for pupils who live within our catchment area. For further information regarding transport criteria and policy please visit

www.nottinghamshire.gov.uk/learning/schools/travel

Transport arrangements are very individual and are agreed prior to admission after careful consultation with everyone concerned. The type of transport (e.g. minibus, taxi or vehicle adapted for wheelchairs) varies according to the needs of the individual.

There are escorts to support the students on all types of school transport.

Each family will be issued with a time for collection and a time for returning children home. Families are urged to stick to the timetable as any delay can have a knock-on effect for others waiting to be picked up or dropped off.

Parents are asked to note that transport arrangements are not made by the school but by the Transport Department, to whom any queries should be addressed.

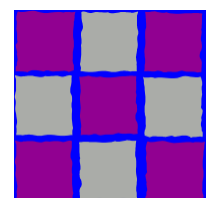
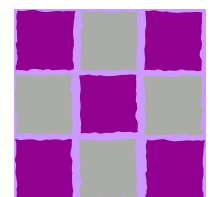
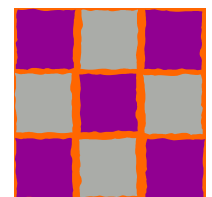
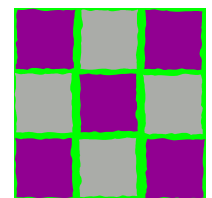
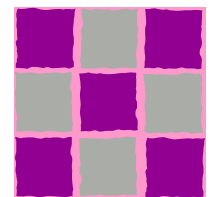
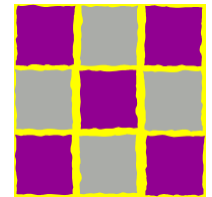
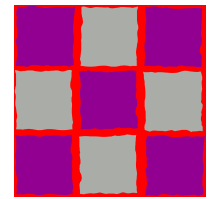


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GOVERNORS

Current membership of the governing body:

NAME	Position
Dawn Wigley	Head Teacher
Dr. Alex Macdonald (Chair)	Co-opted Governor
Ben Whitmarsh (Vice Chair)	Co-opted Governor
Linda Lyn-Cook	Co-opted Governor
Steve Gardner	Local Authority Governor
Rachel Tyler	Parent Governor
Jane Cooper	Co-opted governor
Dr Mags Bailey	Parent Governor
Natasha McCracken	Co-opted governor
Sandra Gell	Staff Governor
Sadie Fletcher	Associate Governor
Bob Nowicki	Associate Governor



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SEX EDUCATION

All schools are required to cover sex and relationships education within the curriculum. The work that has been developed at Ash Lea School is not taught in isolation but as part of a personal, social health and citizenship programme that deals with all aspects of growing up. The programme starts at the foundation stage, and continues until students leave school at the age of eighteen.

The policy document and the scheme of work have been approved by the governing body.

Whilst parents have no statutory rights to withdraw their children from the science-based lessons, they do have a statutory right to withdraw their children from lessons dealing with sensitive issues. All sex and relationships lessons are provided in such a way as to encourage young people to have regard to moral considerations and the value of family life. However, if parents do have strong objections, they should contact the head teacher.

It is school policy to inform parents when modules of work covering sex and relationships education are occurring.



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Religious Education

Religious education is through an integrated approach and within other curricular areas and covers Christianity and other faiths. The aim of religious education is not only to learn about different religions and faiths, but also to help the students understand cultural differences and similarities, and to promote greater respect and tolerance of others.

We bring the classes together regularly throughout the week for assemblies. Our assemblies are used as a time for thought, reflection and celebration. It is therefore regarded as a valuable teaching and learning opportunity.

We strive for an atmosphere of trust and respect where students can examine, question and further develop their thinking.

Parents who may wish to withdraw their children from religious education are asked to discuss this with the head teacher.



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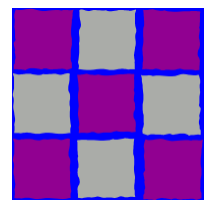
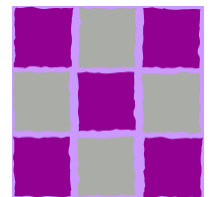
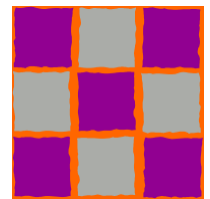
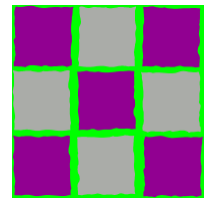
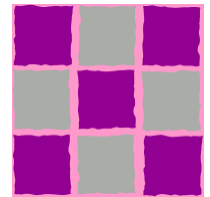
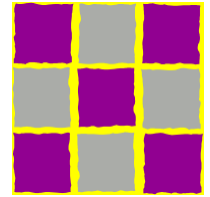
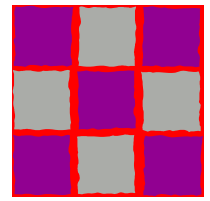
THE CURRICULUM

The Ash Lea curriculum is based on a personalised approach to learning and is constructed around the “twin pillars” of “communication” and “cognition”. There is a move away from a National Curriculum perspective to a developmental perspective, with “communication” and “cognition” being the principal things which are explicitly taught. The extent to which different learners with learning disabilities engage with the National Curriculum varies, 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.

All students at Ash Lea School have an EHC. This is reviewed each year to ensure that the information and recommendations contained within the EHC are still appropriate. Review meetings are organised by the school and parents are actively encouraged to participate.

Class sizes are small, and all students have an individual education plan. Targets are set for all students based on the priorities in their EHC plan.

Many of our students benefit from a sensory approach to learning within each subject area. A multi – professional approach to learning is adopted by the school. Health staff work together with school staff to ensure that each and every student has an integrated approach to their whole development.



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SPECIAL NEEDS

The school adheres to the Special Needs Code of Practice in line with the requirements of the Education Act 1993. Individual education plans are drawn up and students are provided with levels of support that match their individual needs.

The school has close contact with the educational psychology service and the children and family services section of the LA.

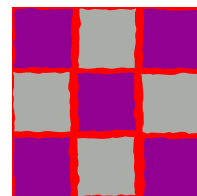
The school has a policy for meeting the special educational needs of individual students. It describes how we assess and teach our students and how we review progress.

A copy of the policy document is available from the school on request.



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EXTRA - CURRICULAR ACTIVITIES



The range of extra – curricular activities is rich and varied. We really do believe in “the classroom without walls”.

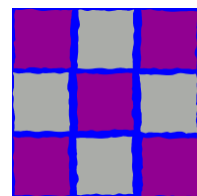
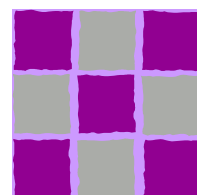
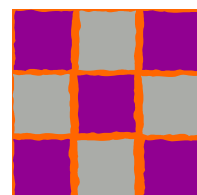
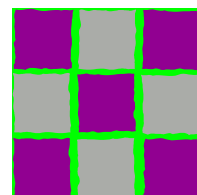
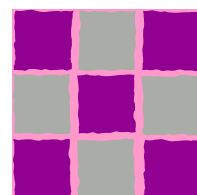
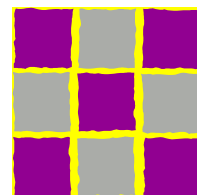
All students are invited to participate in a residential visit at the end of each key stage. These provide an opportunity to challenge and extend the students’ learning whilst at the same time allowing them to practise skills taught in the classroom. Residential visits may include youth hostelling, outdoor and adventurous activities centres and specialist activity centres which cater for wheelchair users.

We also aim to give the students a broad experience of arts and cultural activities. Each year there are numerous visits to the theatre.

There are regular visits outside of school time to sports events.

All extra – curricular activities are planned meticulously, including a full assessment of any risks involved.

A range of after school clubs are organised to which students are invited.



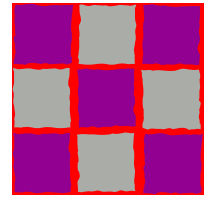
CHILD PROTECTION

The head teacher, Mrs Wigley, is the coordinator for child protection. The authority requires head teachers to report any obvious or suspected case of child abuse to the Social Services. This might include non – accidental injury, severe physical neglect, emotional or sexual abuse. This procedure is designed to protect children at risk. When a school makes a referral, it is requesting that further investigation takes place in order to establish if a child is at risk. Such situations can prove to be very difficult for all concerned, and it is hoped that parents will understand that the school is acting in the best interests of the child and that the happiness and well – being of the child must always be the prime concern.



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SCHOOL DRESS



The school colours are purple, grey and white.

Sweatshirts, polo shirts, tee - shirts and fleeces are available. They are relatively inexpensive and hardwearing. The pupils do look very smart in these items of clothing and they help to set a standard of appearance of which both parents and the school can be proud. We encourage all pupils to wear school uniform for all school activities.

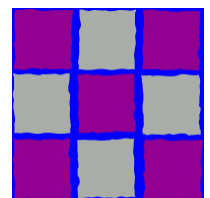
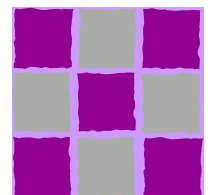
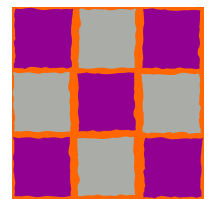
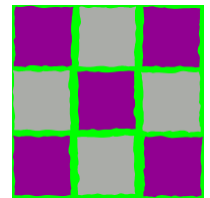
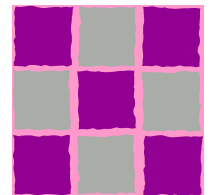
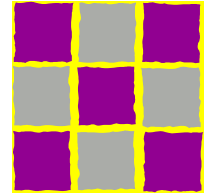
School uniform can be purchased from:

Schoolwear Solutions Mapperley
806, Woodborough Road,
Mapperley,
Nottingham,
NG3 5QJ
Tel: 01158719926

Parents are asked to consider carefully the fastenings that are on each item of clothing. We want to encourage all pupils to be as independent as possible, and elastic waistbands, slip over sweaters and velcro fastenings can make life so much easier for everyone.

PE lessons require plimsolls or trainers, shorts and tee – shirt. Swimming lessons require a costume and towel to be sent into school.

It is essential that all items of clothing are clearly marked with the pupil's name.



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MEDICATION

Some pupils at Ash Lea School may require medication on a regular basis. Others may require it for a short period of time. There is always a trained staff member on duty during school hours.

It is important that medication is transported to and from school safely and securely. Medication should always be in its originally packet/container, clearly labelled with name and clear instructions and should be handed to the bus escort, who will ensure its safe delivery to the school office. School will return any medication safely via the escort. No medication will be administered without written parental consent.



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BEHAVIOUR

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

Full details of the school's approach towards supporting behaviour are available for inspection in the behaviour policy. The policy can be viewed on our website

<https://www.ashlea.notts.sch.uk/wp-content/uploads/2018/11/Behaviour-Policy-Sept-2018-Signed.pdf>

A hard copy is available from the school office.

We take every opportunity to celebrate good work and effort. Achievements are celebrated every week in department assemblies. Students who have worked particularly hard may receive a good work sticker from the head teacher or an assistant head.



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SCHOOL MEALS

Lunches are prepared in the school kitchen. We regard lunchtimes as a valuable teaching and learning opportunity where personal, social and independence skills can be practised.

Dinners must be paid for a minimum of a week in advance. Dinner moneys can be paid by SchoolMoney (an online system used in school) or through the office by cheque (made out to Ash Lea School) or cash. Parents may, if they wish, pay for meals in advance on a half term or full term basis.

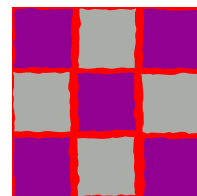
Arrangements can be made for students who require a special diet, and a vegetarian option is always available.

Eating healthily is firmly embedded into our ethos and healthy options are always available at lunchtimes. Students are encouraged to eat healthy snacks at break times. We are very keen to work in partnership with parents in order to reinforce the benefits of healthy eating.



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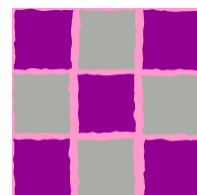
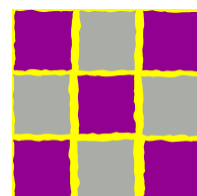
AND FINALLY...



Charging policy

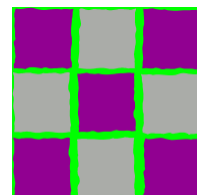
The governors at Ash Lea School have agreed to adopt the LEA's charging and remissions policy. The school may ask for voluntary contributions to cover the basic costs of some activities. However, no child will be disadvantaged. The policy is available as a hard copy from the school office or on the school website

<https://www.ashlea.notts.sch.uk/wp-content/uploads/2019/09/Charging-and-remissions-policy-updated-July-2019.pdf>



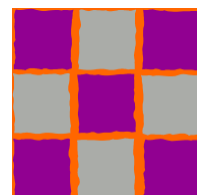
Smoking

The school operates a "no smoking" policy. Smoking is forbidden within the school environment, including the grounds and on school vehicles.



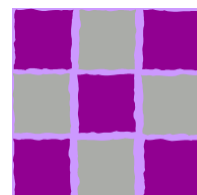
Equal opportunities

The school is opposed to any form of discrimination and it aims to combat ignorance and prejudicial attitudes, both within school and in the wider community. The school has an equal opportunities policy which is openly available.



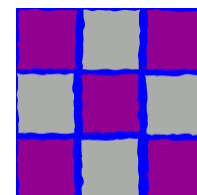
School trust fund

The school fund is a registered charity and is administered by a board of trustees. Day to day running of the fund is delegated to the head teacher. The fund exists to supplement and finance activities and equipment that might not otherwise be available. Income is derived from donations and fundraising activities organised by staff, parents and the wider community.



Personal information

Any personal information given to the school will be treated in the strictest confidence and will not be divulged without permission.



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