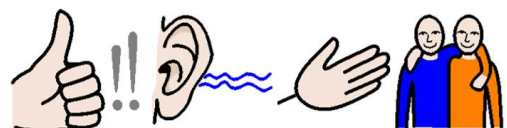


# Parent Handbook

## 2021 - 2022



## Ash Lea Values

At Ash Lea our vision is '**Working Together to be our Best**'. This is what we expect our pupils, parents, teaching staff, senior leaders and governors to work towards in everything they do.

## School Code

Do the **best** that we can all of the time

**Listen** carefully to what others have to say

**Help** each other whenever we can

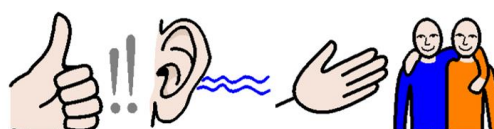
Always be polite and **friendly**

## Senior Leadership Team

<b>Headteacher</b>	Kate Davies	<a href="mailto:Kate.davies@ashlea.notts.sch.uk">Kate.davies@ashlea.notts.sch.uk</a>
<b>Assistant Head Teacher</b>	Luke Skillington	<a href="mailto:Luke.skillington@ashlea.notts.sch.uk">Luke.skillington@ashlea.notts.sch.uk</a>
<b>Assistant Head Teacher</b>	Caroline Morrison	<a href="mailto:Caroline.morrison@ashlea.notts.sch.uk">Caroline.morrison@ashlea.notts.sch.uk</a>

## Governing Body

Mags Bailey	Chair	<a href="mailto:mags.bailey@ashlea.notts.sch.uk">mags.bailey@ashlea.notts.sch.uk</a>
Gordon Monaghan	Deputy Chair	<a href="mailto:gordon.monaghan@ashlea.notts.sch.uk">gordon.monaghan@ashlea.notts.sch.uk</a>
Jane Cooper	Deputy Chair	<a href="mailto:jane.cooper@ashlea.notts.sch.uk">jane.cooper@ashlea.notts.sch.uk</a>
Kate Davies	Head Teacher	<a href="mailto:kate.davies@ashlea.notts.sch.uk">kate.davies@ashlea.notts.sch.uk</a>
Helene Maillet-Vioud	Governor	<a href="mailto:helene.maillet-vioud@ashlea.notts.sch.uk">helene.maillet-vioud@ashlea.notts.sch.uk</a>
Geoff Baker	Governor	<a href="mailto:geoff.baker@ashlea.notts.sch.uk">geoff.baker@ashlea.notts.sch.uk</a>
Jane Wood	Governor	<a href="mailto:jane.wood@ashlea.notts.sch.uk">jane.wood@ashlea.notts.sch.uk</a>
Chris Hankinson	Governor	<a href="mailto:chris.hankinson@ashlea.notts.sch.uk">chris.hankinson@ashlea.notts.sch.uk</a>



## Home/School Communication

We want to encourage good communication between home and school. It is always helpful if an appointment is made for any longer discussion, to ensure that adequate time and attention can be given by the most appropriate staff 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. Please ensure that no confidential or sensitive personal information is shared via the home / school diary. For information of a sensitive or confidential nature please email the school office using the following address [parentreplies@ashlea.notts.sch.uk](mailto:parentreplies@ashlea.notts.sch.uk) or your child's teacher's email.

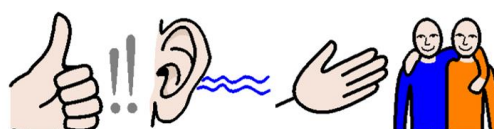
<b>Rowan</b>	<a href="mailto:vicky.caunt@ashlea.notts.sch.uk">vicky.caunt@ashlea.notts.sch.uk</a> / <a href="mailto:jenna.jones@ashlea.notts.sch.uk">jenna.jones@ashlea.notts.sch.uk</a>
<b>Pine</b>	<a href="mailto:alexander.berry-blanchard@ashlea.nott.sch.uk">alexander.berry-blanchard@ashlea.nott.sch.uk</a>
<b>Beech</b>	<a href="mailto:katie.evans@ashlea.notts.sch.uk">katie.evans@ashlea.notts.sch.uk</a>
<b>Birch</b>	<a href="mailto:emma.bottomley@ashlea.notts.sch.uk">emma.bottomley@ashlea.notts.sch.uk</a>
<b>Cherry</b>	<a href="mailto:ellie.rogers@ashlea.notts.sch.uk">ellie.rogers@ashlea.notts.sch.uk</a>
<b>Blackthorn</b>	<a href="mailto:becca.burrell@ashlea.notts.sch.uk">becca.burrell@ashlea.notts.sch.uk</a>
<b>Hawthorn</b>	<a href="mailto:caroline.morrison@ashlea.notts.sch.uk">caroline.morrison@ashlea.notts.sch.uk</a>
<b>Maple</b>	<a href="mailto:james.sheppard@ashlea.notts.sch.uk">james.sheppard@ashlea.notts.sch.uk</a>
<b>Willow</b>	<a href="mailto:lynda.soden-barton@ashlea.notts.sch.uk">lynda.soden-barton@ashlea.notts.sch.uk</a>
<b>Holly</b>	<a href="mailto:heather.keating@ashlea.notts.sch.uk">heather.keating@ashlea.notts.sch.uk</a>
<b>Elm</b>	<a href="mailto:neil.phipp@ashlea.notts.sch.uk">neil.phipp@ashlea.notts.sch.uk</a>

## Making Contact

<b>Ash Lea School Office</b>	(0115) 9892744 <a href="mailto:reception@ashlea.notts.sch.uk">reception@ashlea.notts.sch.uk</a>
<b>County Hall (Education Dept.)</b>	(0115) 9823823
<b>School Transport</b>	(0115) 9773493
<b>Head Teacher</b>	<a href="mailto:kate.davies@ashlea.notts.sch.uk">kate.davies@ashlea.notts.sch.uk</a>

## Website

Please use the Ash Lea website for regular updates, school policies, curriculum and copies of useful forms. All letters that are sent out can be found on the website.



## The Curriculum

The Ash Lea curriculum is developmental and is designed to ensure that we give pupils what they need to learn and what they need, so that they are ready to learn. Your child's aspirations drive their curricular offer with a focus on what they will need for life after school.

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.

Each child will have an Individual Education Plan (IEP) which will have yearly priorities based on the EHCP (Educational and Health Care Plan) outcomes and the aspirations that you and your child have decided on as part of this plan. These will be written and reviewed in partnership with parents and other professionals.

Please see the school website for a full copy of our school curriculum.

## Evidence for Learning

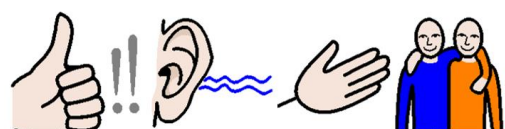
The school uses '**Evidence for Learning**' to collect and share work that pupils are doing in school. This can be accessed by parents through an online portal where they can comment and upload evidence from home. We encourage parents to use this and become actively involved in their child's learning and contribute towards illustrating a rich learning journey for each pupil.

You will receive login in details once permission has been returned to the school office.

## Meeting with Parents

During each academic year there will be one general parents evening, two IEP meetings and an EHCP review. This will provide opportunities for you to discuss your child's targets and progress with their teacher.

Throughout the year there will also be opportunities for you to attend and participate in parent workshops.



### The School Day

At Ash Lea School we have timetables for each class group. A copy of your child's timetable will be provided by 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 9.00am  
All pupils depart from school by 3.30pm

The morning and afternoon will also include an opportunity for break and social time. At Ash Lea we see all times as an opportunity to learn, with break and social time focussing on independence, communication and social skills.

### Swimming / Hydrotherapy activities

Swimming sessions take place at Cotgrave Leisure Centre and hydrotherapy or warm water experience 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.

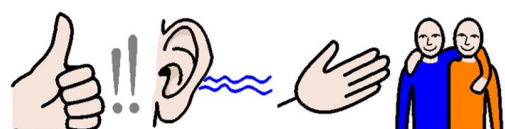
Please mark all items of clothing and bags with your child's name.

### 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 use a **text alert/email alert** service 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 pupils' care. **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.

### Attendance

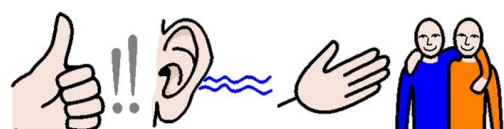
Parents have a legal responsibility to ensure that their children arrive on time. As most of our pupils are transported to and from school, this means boarding the transport at the time allocated. If parents bring their children into school late, they should report to the school office in the first instance. 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 you wish your child to have any time off during term time this must be requested on a form via the school office. This will be reviewed by our attendance lead and you will be contacted regarding the outcome.

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

### 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 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 contact 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', Paediatric First aid qualification or basic first aid training. They are able to treat minor injuries. If there is any reason to take or send a pupil 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 email  
[reception@ashlea.notts.sch.uk](mailto: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](http://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.

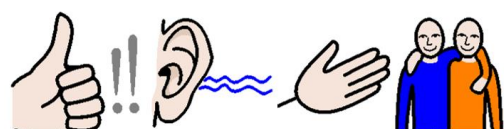
For any questions please contact [reception@ashlea.notts.sch.uk](mailto:reception@ashlea.notts.sch.uk)

### School milk scheme

If you are interested in the school milk scheme, you need to register online for free/subsidised milk. All pupils who receive free school 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.

### 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 Code

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

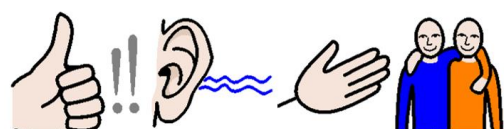
116-118 Bramcote Avenue, Chilwell, Nottingham, NG9 4DR

01159 258046

Clothes can be ordered online from Schoolwear Solutions a [www.schoolwearsolutions.com](http://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 ensure that pupils arrive at school prepared for **all weathers**. We encourage outside learning opportunities despite the weather.





## 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 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)

## FOALS

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

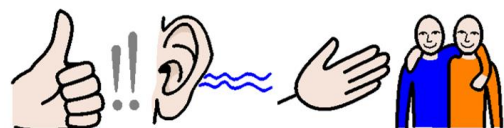
- To raise funds to enhance the curricular and extra – curricular opportunities that are offered to the pupils
- To arrange a variety of functions where pupils, their families and friends can socialise
- To provide an information and support network for families of those who attend Ash Lea School

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. FOALS also have a Facebook page.

The contact email is [foals@ashlea.notts.sch.uk](mailto:foals@ashlea.notts.sch.uk)

## Complaints

We work together so that pupils have the best learning opportunities. All of our staff are dedicated to this aim. If you think we are not doing our best for your child, we want to know about it so that we have the opportunity to put things right. We also like to hear about what we're doing well so that we can do more of what works.



If you do have a concern or a complaint, speak to your child's class teacher in the first instance. If they cannot resolve the matter, you should then discuss it with the head teacher.

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, or email [mags.bailey@ashlea.notts.sch.uk](mailto:mags.bailey@ashlea.notts.sch.uk)

The nominated governor will contact you to find out more about your concerns and will then investigate your complaint. They will write to you on behalf of the governing body with the results of their investigation.

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 headteacher 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.

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.

## Social Media

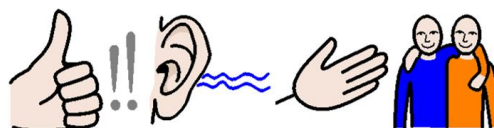
**The school has a Facebook and Twitter account, this is a source for celebrating school news and successes** and we know that it can be a place to share a positive public perception of our pupils.

We have recommendations for staff that involve their personal use of social media and parents and 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.

## Residential activities

Residential activities will be held at the end of each Key Stage (aged 7, 11, 14,16 and 18) which are booked to meet each child's interests and needs.



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

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

### **Extended Schools Activities**

The school aims to offer wider school activities and after-school clubs which are accessible and relevant for all pupils. The plan for the coming year's activities will be published in due course and we await further government advice on unlocking the lockdown before we make firm plans. Parents / carers will need to pay for these sessions.

These sessions run from Tuesdays to Thursdays and finish at 5.15

For any further information please refer to the school website or contact [reception@ashlea.notts.sch.uk](mailto:reception@ashlea.notts.sch.uk)

