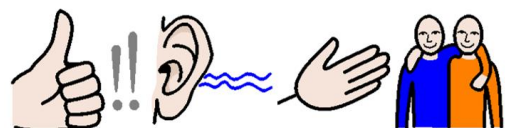


# Parent Handbook

## 2024 - 2025



## Ash Lea Motto

At Ash Lea our motto 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 – Our best efforts for the best reasons to make a difference

**Listen** carefully to what others have to say – Everyone has a voice; we listen, accept difference, enable expression and respond

**Help** each other whenever we can – We face challenges together. We support each other to be bold and make a positive change

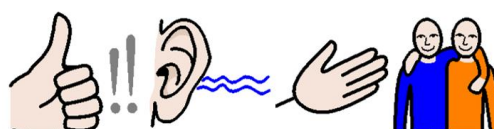
Always be polite and **friendly** – Everyone is accepted, everyone matters

## 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

Chris Hankinson	Chair	<a href="mailto:chris.hankinson@ashlea.notts.sch.uk">chris.hankinson@ashlea.notts.sch.uk</a>
Gordon Monaghan	Vice Chair	<a href="mailto:gordon.monaghan@ashlea.notts.sch.uk">gordon.monaghan@ashlea.notts.sch.uk</a>
Jane Wood	Vice Chair	<a href="mailto:jane.wood@ashlea.notts.sch.uk">jane.wood@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>
Alan Gupwell	Governor	<a href="mailto:alan.gupwell@ashlea.notts.sch.uk">alan.gupwell@ashlea.notts.sch.uk</a>
Hilary Dalton	Governor	<a href="mailto:hilary.dalton@ashlea.notts.sch.uk">hilary.dalton@ashlea.notts.sch.uk</a>
Luke Skillington	Governor	<a href="mailto:luke.skillington@ashlea.nott.sch.uk">luke.skillington@ashlea.nott.sch.uk</a>
Hannah Griffiths	Staff Governor	<a href="mailto:hannah.griffiths@ashlea.notts.sch.uk">hannah.griffiths@ashlea.notts.sch.uk</a>



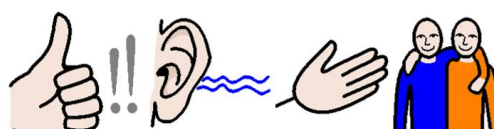
## Home/School Communication

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 of the year 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. Emails should be sent between 8am and 6pm on weekdays, this is our policy for staff and we strongly encourage this for staff wellbeing. If there is an urgent matter, please email, but you may not get a response. Please remember that you can time your email for a more suitable time. This is something that we remind our staff to do.

<b>Rowan</b>	<a href="mailto:hannah.goode@ashlea.notts.sch.uk">hannah.goode@ashlea.notts.sch.uk</a>
<b>Pine</b>	<a href="mailto:luke.johnson@ashlea.notts.sch.uk">luke.johnson@ashlea.notts.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:hannah.griffiths@ashlea.notts.sch.uk">hannah.griffiths@ashlea.notts.sch.uk</a>
<b>Cherry</b>	<a href="mailto:james.sheppard@ashlea.notts.sch.uk">james.sheppard@ashlea.notts.sch.uk</a>
<b>Blackthorn</b>	<a href="mailto:jenna.jones@ashlea.notts.sch.uk">jenna.jones@ashlea.notts.sch.uk</a>
	<a href="mailto:catherine.humphries@ashlea.notts.sch.uk">catherine.humphries@ashlea.notts.sch.uk</a>
<b>Hawthorn</b>	<a href="mailto:samantha.howells@ashlea.notts.sch.uk">samantha.howells@ashlea.notts.sch.uk</a>
<b>Maple</b>	<a href="mailto:jane.williamson@ashlea.notts.sch.uk">jane.williamson@ashlea.notts.sch.uk</a>
	<a href="mailto:hayley.norris@ashlea.notts.sch.uk">hayley.norris@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>Elm</b>	<a href="mailto:neil.phipp@ashlea.notts.sch.uk">neil.phipp@ashlea.notts.sch.uk</a>
<b>Holly</b>	<a href="mailto:david.harrison@ashlea.notts.sch.uk">david.harrison@ashlea.notts.sch.uk</a>
<b>Oak</b>	<a href="mailto:vicky.skillington@ashlea.notts.sch.uk">vicky.skillington@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>Headteacher</b>	<a href="mailto:kate.davies@ashlea.notts.sch.uk">kate.davies@ashlea.notts.sch.uk</a>



## [Website Home - Ash Lea School](#)

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.

We are building a bank of information, support and training opportunities for parents that will be accessed via the school website.

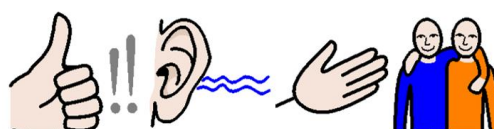
## The Curriculum

All pupils at Ash Lea have an education, health, and care plan. Pupils have a wide range of learning, health, physical, social and emotional needs. Many of our pupils are challenged by a blend of all these needs. What we work towards for ALL our pupils is the same; we want our pupils to learn to be their very best for now and for life after Ash Lea. Our curriculum is designed to meet our pupils' unique needs and aspirations and to give a rich life experience and to live a contented and purposeful life.

The foundation for learning for all pupils is being ready to learn. We support pupils to be and to know how to become contented, regulated and curious. The school uses interventions, specialist equipment and professionals to support this as well as its well-considered environment and skilled staff team. The school has a forest school provision, horse riding, music therapy, rebound therapy, sensory occupational therapist, hydrotherapy and emotional literacy support assistants as interventions to support regulation, specific learning needs, health and wellbeing. Individualised learning (through individual education plan targets) can also be worked on within these interventions as pupils are often more regulated at these times, or they may be part of the provision that supports IEP targets.

Our curriculum is designed for pupils from very early developmental levels, up to those who may access aspects of national curriculum and entry level qualifications. We structure our curriculum so that knowledge is sequenced in a way that allows pupils to apply and repeat what they know, through a variety of experiences. It is balanced and purposeful so that key concepts are learnt, revisited, and applied to secure knowledge and relevant subject specific qualifications. Learning is also meaningful to each pupil, taking time to consider each learner's aspirations. We seek to motivate and engage so that pupils are curious, enquiring, that they persevere and show resilience.

Our pupils need a curricular offer that is flexible to meet their needs and aspirations. Whilst academic progress can be important, being ready to learn or mental or physical health needs (for example) may, at many points be the priority. There may also be a sharper focus on specific aspirations, especially around vocations or interests towards the end of a pupil's time at school. This is guided by the school's transition process.



We also know that our curricular offer should never be seen as 'enough', 'complete'; our pupils' complexities demand constant innovation, research and reflection on what works best and what makes a difference. We also respond to talents, special interests as well as individuals' aspirations.

Our pupils have many needs, but we see them as learners first and foremost and make sure that their learning time is protected and respected. We expect everyone working in our school to respect this and support what may be a complex, challenging but exciting journey towards meeting aspirations.

[Curriculum - Ash Lea School](#)

## 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 the family app 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.

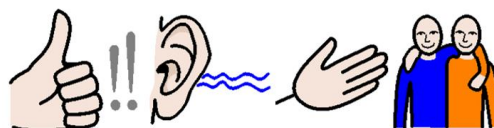
## The School Day

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.



## Home / School Transport Information

### Arriving to school

All children coming in on home / school transport (Local Authority organised transport) will arrive between 9am – 9.15am at the pupil entrance (back of school).

At 9.15, parents / carers who are driving their children will head round towards the pupil entrance (back of the school) and be directed to park by a member of staff in a Hi-Vis jacket. Once all the cars are in and engines off, staff will come to your car and take the children to their classes.

Parents / carers walking their children into school will wait outside under the 'bus shelter'. Staff will collect your child from there and take them to their classes. Please use the side pedestrian gate when entering and leaving the site. Please do not arrive until 9am as all staff will be in a daily briefing or setting up classrooms for the day.

There are a few exceptional circumstances where parents can come and park in the main car park. As part of our transport risk assessment this must be kept to a minimum. This can only happen with the agreement of the headteacher.

### Going home from school

There are a few local authority vehicles who pick up at 2.45pm, they will be gone by 3pm.

Transport (Local Authority organised) will arrive at 3.00pm, and then be ready to leave by 3.20pm.

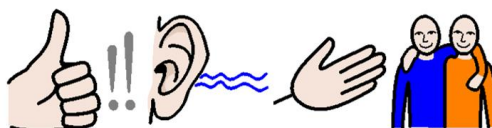
Any parent / carer collecting their child by foot will wait in the 'bus shelter' from 3.20pm and staff will bring your child to you.

All parents / carers collecting children in a vehicle must be on the school site by just after 3.20pm, parked up at the back of the school. Children will be brought to the cars by staff. All parents need to leave by 3.30pm.

Please note that, once pupils start coming out from the school and getting into vehicles, no vehicle movement is allowed, and you must wait behind the cones at the entry point to the pick up area at the back of the school.

All pupils should have left the school site by 3.30pm. There may be occasions where parents / carers are delayed due to unforeseen circumstances and parents / carers would be expected to notify the school in good time of this.

If parents / carers are routinely late, please expect to have a meeting with the headteacher to discuss this.



There may be, in exceptional circumstances, a parent / carer pick up that sits outside of these times. Please expect your class team / headteacher / transport team to challenge you on this and for this to be reviewed frequently if this is agreed.

## Other things to note

A member of staff in a hi-vis jacket will direct you onto the site once it is safe to do so. Staff, parents, carers and drivers must follow the instruction of those on duty as they have a huge responsibility managing a complex and potentially risky situation due to the compact and busy nature of the school car park and pick up area.

Please remember to turn your engines off once parked and do not get out of your vehicle unless it is essential.

Parents should not park on the road (Owthorpe Road) as this causes difficulties in allowing for transport and parent / carer vehicles to queue up in readiness for their 'phase'.

There may be some arrangements that fall outside of this. These will be exceptional circumstances only and this should be with permission from the headteacher or in their absence a member of the senior leadership team.

Adhering to these times is vital as this is how we are able to keep everyone as safe as we can.

## Swimming / Hydrotherapy activities

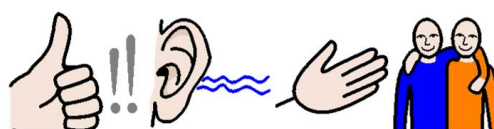
Swimming sessions take place at Cotgrave Leisure Centre and hydrotherapy or warm water experience at Newark Orchard School.

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

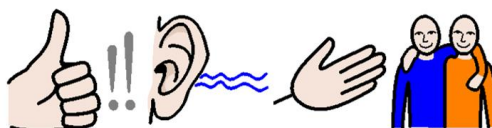
It is the parents'/carers' responsibility to notify the school office, in writing, of all the respite arrangements.

## Attendance Policy

Parents have a legal responsibility to ensure that their children attend school and 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. You should request this four weeks in advance. Holidays in termtime will not be authorised.

If there are any changes to transport for your child within the school day, parents and carers should contact them themselves.





## 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 four weeks' notice. 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 headteacher. The spring term is particularly important for older pupils 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 pupil should be returned home. If your child has sickness or diarrhoea they should stay away from school for **48 hours after symptoms have stopped.**

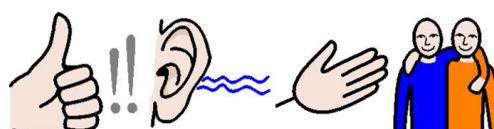
Several key staff hold the 'First Aider at Work', Paediatric First aid qualification or basic first aid training. They are able to treat minor injuries. If there is any reason to take or send a pupil to the hospital, we will contact parents and ask them to meet their child (who will be accompanied by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

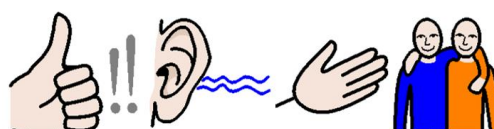
White/Purple polo-shirt with school logo or white plain polo-shirt/blouse/shirt  
Grey/black trousers, skirt or leggings  
Grey or purple sweatshirt/hoodie/cardigan with school logo  
White/Grey polo shirt and grey hoodie (Post 16 only)  
Purple and white checked summer dress

### PE Kit

Purple 'sweat wicking' t-shirt (available through our suppliers) or white round neck t-shirt  
Black shorts, tracksuit/jogging bottoms or leggings  
Sturdy trainers/plimsolls  
PE Bag

### Outdoor clothing

Navy waterproof trousers and jackets – available through the school uniform suppliers, any waterproof clothing suitable for outdoor learning / play / forest school.



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 throughout the year.

School uniform with our logo can be found here [KIT OUT CLOTHING](#)

Our suppliers are new, please share any thoughts you have on the range and quality of clothing, also whether you would like us to explore adding additional items of uniform. The cost of all items is extremely good value compared to equivalent products.

## 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.

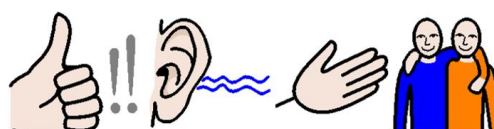
## Parking

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 headteacher. Our [complaints procedure](#) can be found on our website and should be referred to and explains in detail the complaints procedure.

Most complaints will normally be resolved at this stage but if this is not possible, or your complaint is about the headteacher, you should write to the governing body, at the school address, addressing the correspondence to the school governor nominated for investigating complaints, or email [chris.hankinson@ashlea.notts.sch.uk](mailto:chris.hankinson@ashlea.notts.sch.uk)

## Social Media

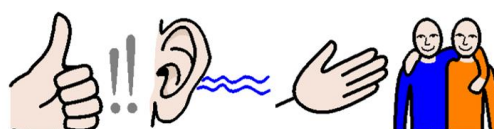
**The school has a Facebook and Twitter account, this is a source for celebrating school news and successes** and we know that it can be a place to share a positive public perception of our pupils.

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.

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

