



## **Ashley Primary School Prospectus 2020/21**

### **Contact Us/Communication**

**Head Teacher: Mrs Denise Todd**

**Chair of Governors: Mr Terry Haram**

**Address: Temple Park Road,  
South Shields,  
Tyne & Wear,  
NE34 0QA**

**Telephone/Fax: 0191 4564977  
Email: [info@ashley.s-tyneside.sch.uk](mailto:info@ashley.s-tyneside.sch.uk)**

**Website: [www.ashleyprimary.co.uk](http://www.ashleyprimary.co.uk)**

### **Website**

Our school website has lots of useful information regarding daily life at school. You can also find policies, curriculum maps, eSafety advice/information and attendance data. Our website also features our weekly newsletter and a range of photos showing a variety of events and activities, which the children have been involved in. The calendar on the website is very useful for remembering dates of events and holiday times.

### **Admission to School**

**Nursery - Should you wish to send your child to our nursery, you can complete an application form at the school office, once your child turns two. Places are determined in the January prior to your child starting nursery in the September of that year.**

**Reception - Please refer to the South Tyneside Council 'Information for Parents' brochure, which is issued to parents in September each year. This includes an application pack including admissions information.**

## Our School Day

### Nursery

Morning session - 8.30-11.30am  
Afternoon session - 12.30-3.30pm

### Reception/Key Stage 1

(Reception/Yr1/Yr2)

Morning session - 8.55-11.50am  
Lunch - 11.50-1.10pm  
Afternoon session - 1.10-3.25pm

### Key Stage 2

(Yr3 - 6)

Morning session - 8.55-12.15pm  
Lunch - 12.15-1.15pm  
Afternoon session - 1.15-3.35pm

## Attendance

At Ashley Primary we are committed to promoting excellent levels of attendance and punctuality, enabling our pupils to take full advantage of the educational opportunities available to them. Good attendance helps the children to maximise their learning. Positive behaviour and attendance have a significant impact on our children's attainment and their life chances as it maximises learning opportunities. Our school policy aims to support us all to achieve high levels of attendance and punctuality. We aim to encourage and assist all children to achieve excellent levels of attendance and punctuality and reduce persistent absence in order that all pupils are assisted in reaching their potential.

### Contact the office

If your child is unable to attend school please notify the school office on the first morning of absence by telephone. A voicemail message may be left. A written note is also required informing school of the reason for absence upon your child's return. You can telephone the school on 0191 4564977

### Collection

If your child has to leave school during the day we must, for safety reasons, have a request from you and they must be collected by an adult. Children will never be allowed to leave the premises by themselves during school hours. If they are collected during the day you will be asked to sign them out at the office.

### Holidays in term time

We will not authorise holidays in term time, unless there is an exceptional circumstance. A fine may be issued, should you choose to take your child on holiday during term time.

## Our Curriculum

All children in our school receive a relevant, stimulating, differentiated and balanced curriculum on their learning journey through our school. We aim to provide them with skills for learning and for life itself.

Our curriculum is enriched with themed weeks/days and many outdoor learning experiences. We also value the outdoor areas, on the school premises, for delivering the curriculum and this is used as and when appropriate.

Children across all phases have access to learning and cross curricular, creative activities which include the following subject areas:

English, maths, science, ICT, geography, history, PE, design and technology, art, RE, personal, health and citizenship education, French, economic education, spiritual, moral, cultural and social education.

Some of our themed weeks have included: International Week, Book Week, Olympic Week, World Cup Week.

### Extra Curricular Activities

A full range of extra curricular activities is offered to the children, at various times during the academic year, depending upon their age. These include:

Netball, football, rugby, guitar, knitting, gymnastics, dance, art, gardening, drama, multi-skills, judo, cookery etc.

## Provision of Sport in School

Sport plays a vital role in the education of children. Participating in sporting activities encourages children to develop positive attitudes and skills, as well as the obvious health and well being benefits it brings with it.

All children in school have PE lessons and children from Yr1 - 6 receive a minimum of 2 hours quality PE teaching each week. Children in Yr3 - 5 take swimming lessons at Brinkburn CA in South Shields.

Our Year 5/6 children are offered outdoor education residential opportunities at both Thurston and Dukes House Wood respectively.

The children have various opportunities to participate in tournaments throughout the year and a sports day is also held in July each year.

## Uniform

We expect to see all children in a school uniform. This ensures the children look smart, which in turn, encourages them to take pride in their school and approach learning in the right frame of mind. A school uniform helps promote a sense of belonging and community. School uniform is available from the school office and other retail outlets.

- Shirt, polo shirt or blouse – white
- Jumper or cardigan - navy blue.
- Grey skirt or trousers (not jogging pants).
- Dress - light or dark blue / white check.
- Shoes/Trainers - black, plain and flat.

Jewellery - only a watch and small, plain stud earrings may be worn for school.

We also insist that you do not send your child to school with inappropriate hairstyles. This includes: Shaven head, tram lines, Mohicans, hair dye.

## Reporting to Parents

At Ashley Primary we have an 'Open Door' policy, where parents/carers can come and speak to us regarding any issues you may have. Please report to the school office in the first instance.

We firmly believe that a positive relationship between parents/carers and staff can only benefit your child on their learning journey. We offer several formal opportunities for you to come into school during the academic year, to discuss your child's progress. These are usually in October and March.

Nursery and Reception parents/carers are invited into school during the day, twice a year, to see how their children work in school and discuss progress with the teacher.

Other opportunities for parents/carers to support their child in school include: Class assemblies, Christmas events, fundraising activities and sports day.

Parents are reminded that in line with our safeguarding policy, any photos taken during such events as above, must NOT be uploaded onto social media sites.

We look forward to working with you, during your child's time with us at Ashley Primary.

## Special Educational Needs

At Ashley Primary, we pride ourselves on providing a very inclusive educational environment, where all children receive an equally warm welcome, regardless of their needs.

A range of teaching and learning styles are used and appropriate learning objectives are set for all children with a curriculum matched for their individual needs. All classes are supported by teaching assistants and pupils are also offered additional 1 to 1 tuition, small group activities or catch up programmes where needed. If a child continues to have difficulties after intervention or has a high level of difficulty when they join us, they may be placed on the SEN Register. This will be discussed with parents/carers.

A copy of our SEND offer to support children is available on request and can also be found on our website.

### Assessment, Recording and Reporting

Every member of the teaching staff carefully monitors the progress of your child. Progress is monitored as your child progresses through the school as this helps us to identify any difficulties which they may encounter and helps us to best support them.

At the end of each academic year, we provide a written report for parents of children in Reception - Yr 6. The report is designed to give parents an accurate assessment of their child's abilities.

Parents of children in Reception will receive a report outlining the children's progress against the Early Learning Goals.

Parents of children in Year 1 will receive results from their child's phonics screening test.

Parents of children in Year 2 and Year 6 will also be provided with information of their child's score from the Standard Assessment Tests. Annual results can be found on our website.

During the year, we hold workshops and meetings to help parents understand these processes and expectations from the tests.

At the end of Year 6, each child is presented with a Record of Achievement book. This includes work from their time in school, a copy of each report and achievement certificates.

## School Documents

The school is required to make certain documents available for inspection.

These include:

School Brochure, Ofsted Report, complaints procedure and policies. All of these documents can be found on our website, but should you require a paper version, please ask at the school office.

### Medication in School

If children have long term medical needs, which require medication during school time, parents must complete a medical assessment/health care plan with the school nurse and the Head Teacher.

If a child requires short term medication, a medication form must be completed by a parent/carer and medication must be handed in/collected by an adult.

### Nut allergies

Those children who have a known nut allergy must supply school with an Epi-pen. Staff are trained to administer this should an emergency arise.

### Inhalers

If your child is asthmatic and requires an inhaler, this must be clearly labelled and placed in a box in the classroom, where the child can access this safely.

### Charging Policy

The school has a charging policy, in accordance with the requirement of Section 110 of the Education Reform Act 1988 and Chapter 32 in the 2002 Education Act. The policy is annually agreed by Governors and applicable to all registered pupils. Parents are asked to make voluntary contributions to cover the cost of trips or visits to the school. The full policy can be seen on our website or by requesting a paper copy from the school office.

### Lost Property

We encourage parents/carers to ensure names are written into all items of school uniform and outdoor wear.

We regularly go through the lost property boxes to reunite jumpers etc with their owners!

## Governors

The Governors at Ashley Primary School are a group of dedicated people from all walks of life. Regular meetings are held to discuss all aspects of school business and the Governors are committed to the development of high quality education throughout our school. Our current Governors are:

Mrs D.Todd ( Headteacher)

Mr T Haram (Chair)

Mrs J.Dawson (Vice Chair)

Mr S. Bell

Counc. G.Hobson

Mrs R Dagg

Mr M Meade

Mr C Stenburge

Mrs C Steehouder

Mr D Borrell

Governors can be contacted via the school office.

### Emergency Contact

We use a texting system (Parentmail) which enables us to contact you quickly in case of emergency school closure or cancellation of an after school activity etc.

This makes it very important for you to keep us informed of your current mobile phone number. Please ensure that you complete the parent mail form to join our texting service.

### General Data Protection Regulations

Please see this section on our website to find out how we keep your data safe. Should you require a paper version of any of these documents, please ask at the school office.