



Prospectus
2017/18

"Learn to live... live to learn!"

1. **ADMISSION** (including arrangements for disabled pupils and children with Special Educational Needs)

About our School

Ash Green Community Primary School is a co-educational primary school for day pupils, aged 3 – 11 on two sites:

Our address is:

Lower Site

Ash Green Community Primary School
Mixenden Road
Halifax
HX2 8QD

Upper Site

Ash Green Community Primary School
Clough Lane
Halifax
HX2 8SN

Our telephone number is:

Halifax 01422 – 244613 Lower Site

Halifax 01422 – 244274 Upper Site

admin@ashgreen.calderdale.sch.uk

To contact us by e-mail

Organisation of education within this school

The school has an Early Years (EY) unit on both sites. Children in Years N – 6 are taught on both sites and attend the site nearest to which they live. Except in the case of exceptional circumstances, the placement of pupils within each class is determined by date of birth.

Joining the School

If you want to register your child at Ash Green, you can obtain a form from either site (address above) or the Local Authority at Northgate House, Halifax.

Our Ethos

“Learn to live..... live to learn!”

“Ash Green provides a safe, caring environment where learning is irresistible, challenging and fun. We recognise each child as being unique and support each other to achieve through enjoyment of our whole curriculum so that we can all make a positive contribution to the community. Our school promotes health, happiness and excellence for all, thus building the learning community of Mixenden.”

What You Can Expect

- ✚ A clear home-school contract that sets clear expectations of pupils and parents/carers.
- ✚ A range of activities within and outside the National Curriculum which will stimulate a wide range of interests and develop your child.
- ✚ Effective links with the receiving secondary schools to prepare your child adequately for transfer into and from school.
- ✚ Support for families from our Home School Link Manager and Family Support (Social) Worker
- ✚ A wide range of childcare options, before and after school, from birth to eleven.

Access for disabled pupils, parents and carers

The school has taken all reasonable steps to ensure that pupils or adults with any form of disability are not placed at a disadvantage.

Special Educational Needs (SEND)

All pupils with special needs are fully integrated into classes and a great effort is made to ensure that they have full access to school activities and all curriculum areas.

Our Special Needs Policy is reviewed regularly and is closely based on the national SEN Code of Practice. Our approach is one of ‘early intervention’ and of a graduated approach. Pupils are closely monitored and those pupils requiring additional support are given intervention outlined within a detailed provision map.

If a pupil fails to make expected progress despite the intervention they are placed on the special needs register at SEN Support. At this stage an Additional Needs Plan (ANP) is written with clear specific targets linked directly to their area of need. These targets are then reviewed termly. It may be appropriate at this juncture to seek advice from external agencies.

If a child still does not continue to make progress and requires a high level of support we try to obtain a formal Education Health Care plan from the Local Authority. This means that the pupil is entitled to an agreed allocation of support.

Meals at School

Children are able to have a cooked meal, bring sandwiches or return home according to your wishes. Food is sourced locally, the meals are cooked on site and children operate a cafeteria system choosing their meal option for each day on a termly basis.

School Web Site

Details of the school, our curriculum, pupils’ work, key policies and structures and much more is available on our web site: www.ashgreen.info

2. SCHOOL TIMES, DRESS AND RULES

Times

The times of the school day are:

EARLY YEARS (EY)

Nursery	(and 'Just 3s')	am:	8.45am – 11.45am
		pm:	12.30pm – 3.30pm

Reception			9.00am – 12.00pm
			1.15pm – 3.15pm

KS1 (Years 1 & 2) and KS2 (Years 3,4,5,6)

			9.00am – 12.15pm
			1.15pm – 3.15pm

School Uniform

Children wear school uniform consisting of a green sweatshirt (preferably with the Ash Green logo) along with trousers or skirt which are black or grey. Uniform is required for pupils in Reception to Year 6 and recommended for Nursery pupils.

Behaviour

The school has a positive Behaviour Policy and expects a high standard of behaviour from all pupils and adults. We aim for there to be mutual respect between all members of the school community and therefore encourage children to care for each other and the school. We believe it is important for children to learn good manners, within a caring family atmosphere in which teaching and learning can take place in a safe and happy environment.

Our school rules are simple and expected of all children. A leaflet explaining these rules is reviewed annually and given to all parents every year in order that they can reinforce our code of positive behaviour at home. Our home/school contract is also sent out annually. Again, these key documents are available to view on our website.

Attendance

Good attendance is very important. Children need to attend regularly and on time if they are to achieve well. Pupils who are frequently absent do not make the same progress as other children. Our Home School Link Manager and Family Support Worker support families if children's attendance falls below 95%. Holidays in term time are ONLY authorised in exceptional circumstances. We will refer other holiday requests to the Education Welfare Officer.

Looking After Your Child

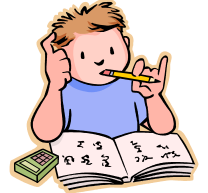
Each class teacher and teaching assistant is responsible for the general welfare of their children and the Head Teacher has overall responsibility for all children in the school. The school is always open to parents and they are frequently consulted about any issues which may occur.



In case of an accident the school does what any caring parent would do, i.e. assess the situation, give treatment if possible and get in touch with the parents, transport the child to hospital if needed, take the child home or make him or her comfortable at school.

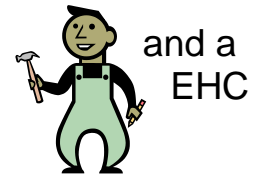
Our Head Teacher is **MR MUNGO SHEPPARD**. He is supported by the Deputy Head Teacher **MR STEVEN MAYFIELD** and the Assistant Heads **MRS CLAIRE HILL, MRS KATE COTTON and MISS LAURA THOMPSON**. They divide their time between the upper and lower sites.

Ash Green has 16 class teachers and a further 3 teachers who teach across the school sites, ranging from additional maths classes to specialist ICT, PE, PSHCE and a specially designed reading programme for children who experience problems learning to read.



We have a team of 2 nursery nurses and 8 teaching assistants in the Early Years and 14 further teaching assistants who work in KS1 and KS2 to help children with their learning, particularly pupils with special needs.

We also have 2 dedicated teaching assistants for Maths groups flexible number of support assistants for individual children with plans (see SEND).



and a
EHC

In addition, an administration team, site management team and mid-day supervisors ensure that the school runs smoothly every single day.



Support to secure good attendance is offered by our Home School Link Manager **MRS ANTHEA HICK** who works in partnership with **MR HUGH MONAGHAN** our Family Support (Social) Worker who is able to offer greater support to families experiencing problems.

The Ash Green Children's Centre cares for 0-2 year olds. Childcare for 0 – 2 year olds is undertaken by a team of 8 early years specialists under the direction of the Children's Centre Manager **MRS KIRILEA WHITEHEAD**. Before and after school care for 3 – 11 year olds is run by a small team of childcare workers managed by **MS SARA ROTHERY**.



The Governing Board has 13 Members**Chair of Governors**

Barry Collins

Local Authority Governor

Vice Chair

Rev. Robb Sutherland

Co-opted Governor

Stephen Elliott

Co-opted Governor

Don Faulkner

Co-opted Governor

Jodie Fazackerley

Co-opted Governor

Bob Metcalfe

Co-opted Governor

Kim Robinson

Co-opted Governor

Dave Stout

Co-opted Governor

Heather Stout

Co-opted Governor

Jo Dye

Parent Governor

Colin Reeves

Parent Governor




Kelly Taylor

Staff Governor

Mungo Sheppard

Head Teacher

Governing Board Core Functions

-  Setting the strategic direction
-  Holding the head teacher to account for the educational performance of the school
-  Ensuring financial health, probity and value for money

When do we meet?

The Full Governing Board meets at least four times a year. In addition we have 2 committees; Standards & Effectiveness Committee and Resources Committee which meet at least once a term.

Our commitment to your child

We place great emphasis on our commitment to raise standards in Literacy, Mathematics, Science and ICT - always clearly identified in our School Improvement Plan. Together with a rigorous scheme for Personal, Social, Health and Citizenship Education/Physical Education, this 'core' curriculum at Ash Green is given absolute priority to ensure pupil progress in basic skills. Other subjects are presented to pupils in the remaining time available, as part of exciting and stimulating topic work.

Our school's curriculum

This section deals with the school curriculum. It describes the subjects your child will learn about and the sort of work your child will do as they explore these subjects.

1. The Early Years (EY)

The Early Years begins when children reach the age of 3 and encompasses pupils in Nursery and Reception. The curriculum recognises children's rapid development – physically, intellectually, emotionally and socially. It builds on what pupils already know and can do and is structured to ensure that all children feel included, secure and valued' in an atmosphere of mutual respect. Well planned, purposeful activity and appropriate intervention will engage children in the learning process and help them make progress to achieve their learning goals.

The Early Years curriculum is organised into prime and specific areas of learning

PRIME AREAS

- ✚ Communication and Language
- ✚ Physical development
- ✚ Personal Social and Emotional development

SPECIFIC AREAS

- ✚ Literacy
- ✚ Mathematics
- ✚ Understanding the world
- ✚ Expressive Arts and Design

2. KS1 (Year 1 & 2) and KS2 (Years 3,4,5,6)

When your child has achieved his/her learning goals from the Early Years she/he begins working through the National Curriculum, which is split into 4 broad curriculum strands:

- Daily literacy lessons, covering all aspects of English with a clear focus on reading and writing (and a particular focus on phonics) and the daily maths lesson, to cover all aspects of number work, shapes and measures, reasoning and problem solving.
- ICT and Science, then a broad balance of all the foundation subjects to all pupils, linked to literacy and mathematics.
- A programme of Personal, Social, Health and Citizenship Education.
- A programme of Religious Education

3. Teaching Children About Sex and Relationships (SRE)

SRE is delivered within a clear moral framework and tailored to the age and physical/emotional maturity of our children. Specific aspects of sexual behaviours begin to be taught in Year 5 when most children are 10 years old and are repeated in greater depth in Year 6.

4. Assembly

We have daily assemblies when collective worship provides opportunities for children to develop their social, moral, spiritual and cultural awareness.

We teach children in a variety of ways in different parts of lessons. These include:

- ✚ as a whole class
- ✚ in groups of similar ability
- ✚ in groups of mixed ability
- ✚ sometimes individually for children with a special educational need

Pupils are taught skills and knowledge and are then given opportunities to use what they have been taught to read, write, solve problems, take part in investigations and express themselves creatively.

Children in Years 3,4,5,6 are taught in smaller groups for mathematics. Each group contains pupils of similar ability so that progress is accelerated as much as possible.

Making Sure Your Child Makes Good Progress

An early years profile is completed throughout nursery and reception to assess your child's initial skills, identify strengths, weaknesses and early evidence of progress.

Once children move into Year 1 and beyond they are assessed 3 times a year in English and Maths and once per year in Science. Reading is tested twice yearly which will show a reading age. We track every child's results to ensure that they make good progress and each half term staff will assess whether children are on track to meet end of year expectations.

We do this by setting targets or goals for your child to achieve within a certain amount of time. You can help at home making sure that homework is completed and asking your child about their targets, they will have been informed of these.



Homework

Literacy skills are supported with home reading and more complex spelling activities. Pupils are encouraged to read for enjoyment. There are also written pieces of work to be undertaken. Numeracy skills are reinforced with 'instant recall' activities and worksheets. Activities to support science and topic work are also encouraged.

HOW YOU KNOW HOW WELL YOUR CHILD IS DOING

School reports will be sent home at the end of each academic year and all parents will be invited to attend open evenings where they will have the opportunity to discuss their child's progress with the class teacher and the Head Teacher. These open evenings will be held in October, February and July. You will receive attainment and progress indicators showing how well your child is doing in comparison to an 'average' child of that age and the progress made. These are based on the class teacher's assessment of your child's ability. Parents who wish may come to school at any time to discuss their child's progress throughout the year. These visits are by appointment.

Wednesday Clubs

Wednesday night is club night! Many teachers run clubs from 3.15pm to 4.00pm each Wednesday. Some clubs run at certain times of the year but there is generally a wide choice on offer such as:



FOOTBALL

LEGO

ART

NETBALL



COMPUTERS

Sports

We regularly compete in sporting competitions and often win!! Again, these are held after school. Whenever possible we compete against other local schools on a “friendly” basis as well as in North Halifax ‘leagues’.

Music

Every year pupils from Year 5 & 6 take part in a musical which we stage at the Viaduct Theatre in Halifax. Rehearsals take place once a week after school and, sometimes, in the school holidays. The finished production takes place for 4 performances in the Summer Term and features a professional 6 piece orchestra, scenery and lighting.

Extended Activities

School is also open for extended activities four evenings a week. Various coaches and professionals run activities for children to attend at a cost of £1 per session. Open to all children who live in the Mixenden area, many pupils choose to attend. They say it stops them from getting bored and we can clearly see that attending these activities also helps their progress. Activities include: **football, cooking, performing arts, athletics, gymnastics and art**. Clubs vary from term to term as we ask children which activities they would like to do.



Friends of Ash Green (FOAG)

The school has a thriving fundraising group – Friends of Ash Green or FOAG for short, which aims to involve the community into the life of the school and raise funds to enhance the education of our pupils. There are regular events such as **family discos, coffee mornings, Christmas and Summer Fairs**.

Looking for Childcare?

0 – 2 Years

If you're working, finding the right childcare can be tough. There are lots of important questions to ask. Can I get there easily? Will I know the people? Will it be friendly?

If you're looking after your children every day, wouldn't it be great if there was somewhere local where you could leave your children and you could have a break?

We've got the answer!

Well there's an answer to all these questions and its right in the heart of Mixenden. The Ash Green Children's Centre provides care for children from just six weeks to 2 years.

The centre has been designed to make sure your child gets the very best possible start. We care for babies from 6 weeks to 1 years old at the nursery on Sunny Bank Road; 2 year olds at the lower site.

Children aged 3 – 5 years old are now at both Ash Green Community Primary School's upper and lower sites (on roll in school not the Children's Centre).

Caring for the early years

There'll be fun, games, healthy foods and of course, all the best in early years education almost every day of the year.

If its full-time care you're looking for or just a few hours a week because your little one wants to get out there and meet people – Ash Green Children's Centre can help.

What we offer

We offer a caring and safe environment for your child. Here's just a taster of what's on offer:

- ✚ Breakfast Clubs
- ✚ Purpose built accommodation
- ✚ Friendly qualified and dedicated staff
- ✚ Full and Part-time care for children from 6 weeks old
- ✚ Educational pre-school programme
- ✚ Undercover outdoor play area
- ✚ Easy access
- ✚ Healthy food and drinks provided
- ✚ Health services, training opportunities and other support services on site for you and your family

3 – 11 years

At main school Breakfast and After School Club we offer a home environment where children can feel comfortable and have fun! We create a relaxed atmosphere with a wide range of creative activities, games and toys to suit YOUR child's needs. We also provide a quiet, comfortable area to watch DVD's or read a book. Clubs run at both sites. Breakfast is provided before school and a snack tea after school. Come and have a look round!

Meeting the Costs

Some families may be able to get help with their childcare costs from benefits like Childcare Tax Credit or Working Families Tax Credit. If this might apply, let us know – we can help.

9. ASH GREEN POLICY AND PROCEDURES

This section sets out our policy and procedures which we are required by law to publish & are on the school website.

The policies set out here include:

- + Admission arrangements
- + Most recent Ofsted report
- + Performance tables and school's most recent key stage 2 results
- + Behaviour policy
- + Charging and Remissions policy
- + A statement of the school's ethos and values
- + Pupil premium report
- + Sports premium report
- + Governing Board membership & register of interests
- + Curriculum policies
- + SEN policy & Local Offer
- + Complaints, advice for parents

Arrangements made for pupils with special educational needs

The school has at present a number of pupils who have Educational Health Care plans and these are met within the schools curriculum. All children are catered for within the classroom situation. Children with a plan receive help from teaching assistants, which may also be 1:1 work. The school's teaching assistants also provide extra help to pupils with learning difficulties and to challenge more able children.

Our school carefully follows the Code of Practice for Special Educational Needs and Disability. The school uses to the full the Local Authority's support services and informs and updates parents regularly at least 3 times a year. Relevant meetings are held in school and an additional needs plan is delivered by both teaching and support staff.

Child Protection and Safeguarding

Ash Green Community Primary School recognises the important role that the whole community plays in promoting the health, safety and well being of **all** children. In view of our special relationships with children and their families, staff need to be **particularly alert** to any signs of possible abuse or neglect and have a **legal duty** to pass on any concerns to the Designated Safeguarding Lead (Hugh Monaghan or Mungo Sheppard). These concerns must be reported to Social Care or the Police Service. The school does not have any role to play in the investigation of child protection issues but must co-operate with other agencies in any investigation or monitoring as necessary. The school is also required to follow procedures set out by the LA Safeguarding Board for child protection which all staff follow and to have clear internal procedures and guidance for staff.

In common with other Calderdale schools, governors monitor our Safeguarding Policy which is available to any parent who wishes to see it.

If any parent has a concern about the welfare of any child in the school she/he should speak with the Designated Safeguarding Lead, the Family Support Worker (Mr Monaghan), Head Teacher (Mr Sheppard) or contact Social Care.

Complaints Procedure

The Local Authority has established a complaints procedure concerning the **curricular** responsibilities of the Local Authority and/or the Governing Board of the school. The areas covered by the complaints procedure include matters relating to the implementation and delivery of the National Curriculum. The Local Authority does **not** have the authority to investigate any other complaints.

A copy of the school's Complaints Policy can be made available immediately & a guidance leaflet is on the website.

Information available for inspection at school

The documents indicated below are available for inspection. Any person wishing to inspect one or more of the documents is asked to contact the Head Teacher who will arrange a mutually convenient date and time when the required documents will be made available at the school. It is requested that the documents may not be taken off the school premises. Some of the documents can be made available to you if you so wish but a charge may be made to cover the costs of production.

The documents available for inspection are:

1. Statutory Instruments, Circulars and administration memoranda issued by the Department for Education concerning the Curriculum.
2. Schemes of Work used in the school.
3. Procedure for complaints and compliments.
4. The agreed syllabus for religious education adopted by the Authority and which applies in this school (Calderdale Agreed Syllabus).
5. All other policies concerned with development/organisation of the school.

Promotion of Equality and Community Cohesion

We are committed to ensuring equality for all pupils, staff and those accessing school. We aim to develop a culture of inclusion within our school community that promotes social inclusion; community cohesion and equality; that respects diversity and which challenges then acts upon discrimination and inequality.

Racial discrimination

The school has a firm policy for dealing with incidents of racial discrimination. We regularly monitor the effectiveness of this policy and report quarterly to the Local Authority.

When can Parents visit the school?

Parents can visit the school any time. We normally ask that parents make an appointment especially if you wish to speak to the Head Teacher or particular staff members. By making an appointment and discussing the purpose of your visits we can make sure you get the most out of your time in school.

When can new pupils and parents visit?

Parents whose children are offered places at the school will know about the place in the school term before their start date. Those accepting places will be encouraged to visit the school with their children and to participate in the activities of the new class.

Can my child get free school meals?

Applications for Free School Meals may be made direct to the Benefits Assessment Unit, Halifax. The administration staff at the school can advise about procedures in case of difficulty. Currently, all children in Reception, Y1 + Y2 are eligible for Universal Infant Free School Meals.

When can I speak to teachers about my child's progress?

We have 'Open Evening' every Autumn, Spring and Summer Term each year. During these evenings parents can see their children's work and ask questions about their child's progress with class teachers and, if needed, with the Head Teacher.

How will my child learn about sex education?

Sex education is taught to all pupils and is part of our health education programme. The programme is designed so that children appreciate the development of the human race and the complexities associated with healthy growth and physical and emotional development.

How will my child learn about religious education?

Our school is not affiliated to any particular religious faith or denomination and Religious Education is provided in accordance with the 'Agreed Syllabus' for Schools in Calderdale.

This syllabus identified by the Calderdale Standing Advisory Council for RE, stresses a multi-faith and non-denominational approach to the subject. Arrangements will be made for those parents wishing to exercise their rights to withdraw their children from Religious Education and worship under section 25 of the Education Act (1944).

Will my child get homework?

Homework is an important extension and support to the work covered by your child in class.

Homework will be given out weekly and it varies depending on your child's class. For example, younger pupils in KS1 will be expected to do 'home' reading and games to reinforce basic Literacy and Numeracy skills. There will also be simple 'finding out' for topic work, or 'learning' related tasks. Pupils in KS2 undertake spelling and written work, maths, science and some topic work. A homework timetable is sent home each September.

For successful home-working, we need full support from home for this positive initiative.

Will I have to pay for school trips and activities?

There will be no charge for in-school activities. Educational visits (including a residential trip for Year 6 children) are arranged to reinforce the curriculum. Whenever there is a charge for a trip or residential visit, we will send a letter home well in advance stating the cost and requesting a contribution.

Any parents, who may need help with meeting these costs, should contact the school office.

**IF YOU HAVE ANY FURTHER QUESTIONS PLEASE DO NOT
HESITATE TO CONTACT SCHOOL OR CHECK THE SCHOOLS
WEBSITE – www.ashgreen.info**