



ASH CROFT PRIMARY SCHOOL



PROSPECTUS

2017-2018

“We are committed to working together to inspire a lifelong love of learning for everyone in our community.”



Welcome to Ash Croft Primary School

'The behaviour of the pupils is good. In all lessons observed, the vast majority of pupils were well behaved and showed very positive attitudes to learning. This has a major impact on their learning and progress, and they thoroughly enjoy their work. Other evidence shows this behaviour is typical.'

The school's work to keep pupils safe and secure is good. Pupils say they feel safe in school, and parents confirm this view. The school provides a good range of activities to help pupils' learn to stay safe, and they have a good knowledge of how to use new technology, such as the internet or mobile phones, safely.

Pupils talk openly about the lessons and other aspects of school life which they enjoy. They clearly like school. One younger pupil described it as 'really, really, really fun!' Older pupils were unequivocally positive about school. They praised the way teachers help them learn and provide interesting lessons.

Teachers create very good conditions for positive and purposeful learning in classrooms. A large part of this is due to the support and challenge provided by the leadership. The links between the two schools in the federation have started to enable teachers to share ideas and spread good practice.

OFSTED MAY 2014

The school is part of the Ash Croft and Cottons Farm Primary Federation. This means that both schools are governed by one Governing Body and have an Executive Headteacher. The schools work collaboratively in terms of sharing expertise, improving leadership at all levels and embedding good quality teaching and learning and raising standards.

I am very proud to be the Executive Head Teacher of our school! We have children from a wide range of cultural, religious and social backgrounds, supportive families and highly committed and talented staff and governors. Everyone at Ash Croft Primary is passionate about education and about helping children love their learning. Every day, every week, every year we are improving. Visitors to our school talk of the delightful atmosphere, positive attitudes and vision for the children's future.



Penny Brown
Executive Headteacher

Where are we?



Contact details

Ash Croft Primary School

Deep Dale Lane, Sinfin Moor, Derby

Telephone: (01332) 764160

E-mail: -admin@ashcroft.derby.sch.uk

Website: www.ashcroftandcottonsfarm.co.uk

Executive Head Teacher: **Mrs Penny Brown**

Chair of Governors: **Mr Mike Greenfield**

A Brief Description of Ash Croft Primary School

Ash Croft Primary School is a community school for children aged four to eleven.. It is part of Ash Croft and Cottons Farm Primary Federation, providing a successful partnership with a local school.

The building is situated in pleasant grounds alongside Deep Dale Lane. Ash Croft is a well- resourced primary school that was opened in 1977.

The school has a large hall, spacious classrooms, a library and secure outdoor spaces which are well resourced including a pond, vegetable garden, outdoor classrooms and a tyre park. The school is well equipped with up to date computing resources.

We have close links with local primary and secondary schools and community organisations. We also have regular links with Rolls Royce and other local businesses, who provide support with areas of the curriculum.

Ash Croft Primary School Mission Statement

We wish to create a culture of learning, where children are happy, enthusiastic, motivated and ambitious.

We encourage mutual respect, support and collaboration between all adults and children, both within the school and the wider community.

We believe that it is important to provide a secure, caring and stimulating environment for all our children, thereby promoting a sense of pride in our school.

This can be done most effectively when all staff, parents and children understand their responsibilities and work together towards the same goals, as detailed in our home/school agreement.

Our mission is for all children to:

'Enjoy, Achieve and Succeed'

Our Vision is to provide the best opportunities for **'SMART CHILDREN'** who are:

Supported and safe

Motivated

Aspirational and achievers

Ready to learn

Trusting and tolerant

Confident, challenged and creative

Happy and healthy

Innovative, inspired individuals

Leaders who are listened to

Determined in our diverse community

Respectful and responsible

Enjoy learning

Nurtured



Who will help your child at school?

Mrs Penny Brown

I feel privileged to be the Executive Headteacher of Ash Croft and Cottons Farm Primary Federation. I have overall responsibility for the education and welfare of your child. Ensuring your child receives the best opportunities and reaches his/her potential in a happy, inclusive and stimulating environment.

Mrs Manpreet Ubhie

I am Manpreet Ubhie, Head of School. I am responsible for child protection and monitor provision throughout the school. I also keep track of all the progress that children make.

Mrs Elizabeth Mills & Mr Jaideep Heer

Mrs Mills is the Office Manager and Mr J Heer is the Office Administrator. They are usually the first people you come into contact with when you either visit or telephone the school. They will ensure you have a warm welcome.

Mrs Rachel Twigg/ Mrs Denise Haddon

We are the Inclusion Managers. We provide support and advice to families to enable them to help their children in all aspects of school life. Our door is always open to pupils and parents who may have any concerns.

Our School Staff

Teaching Staff

Mrs Penny Brown – Executive Headteacher
Mrs M Ubhie – Head of School
Mr H Carter – Assistant Head of School
Mrs S Brown
Mrs E Mehmood
Miss Z Jakhara
Mrs C Millington
Mr A Riley
Mrs P Howe
Mrs R Barnes
Mrs E Port-Cooper
Miss S Watterson
Miss P Ganatra
Mr A Brewin
Mrs H Johal

Teaching Assistants

Mrs J Mawbey
Mrs R Whitmore
Mrs R Twigg (Also
Inclusion Manager)

Mrs D. Haddon –
Inclusion Manager

Administrative Staff

Miss L Childe– School Business Manager
Mrs E Mills – Office Manager
Mr J Heer - Administrator

Caretaker/Cleaning Staff

Mr M Marshall
Mrs P Lakin
Mrs G Kaur

Catering Staff

Senior Chef – Mr James Hudson
Kitchen Assistants –
Mrs Carolyn Hallam
Mrs Kim Bloor

Midday Supervisors

Mrs A Webster
Mrs L Greaves
Mrs A Warbuton
Mrs T Hughes

The Federation Governors

Mrs Billie Welford - Clerk to Governors
Mr Mike Greenfield – Chair of Governors
Rev Nigel Elliott
Mr Tony Hill
Mr Keith Ryan
Rev Susan McIvor
Mr Kevin Baldwin - Parent Governor
Mrs Penny Brown – Executive Headteacher
Mrs Kerry Moloney– Teacher Governor
Mr Adam Riley – Teacher Governor
Miss Debbie Donnelly – Head of School
Mrs Manpreet Ubhie – Head of School

Advice and Information for Parents

Admissions

The admissions number for our reception age group for the academic year 2017/18 is 40. Details of the starting criteria for the academic year's intake are available from the school Office. Applications for admission to Ash Croft Primary in 2017/18 will be co-ordinated by Derby City Children and Young People's Services. Applications for Ash Croft Primary must be made to the Primary School Admissions, The Council House, Corporation Street, Derby. DE1 2FS. Tel: 642729. Or primary.admissions@derby.gov.uk If the number of requests for places exceeds the standard admission number, parents have the right of appeal against any refusal to admit.

Assessment and Tests

As children move through school, their progress will be measured against clear objectives. This will show how much they know and what they can do. Targets will be set, agreed by both teachers and children in order to continue the improvement in their work. Children's progress will be measured using both teacher assessment and tests administered yearly to all children. National tests will be given to pupils in Year 2 and Year 6.

Attendance

Absences

If you know that your child is going to be absent from school e.g. dental, hospital or clinic appointments please let the office staff know in advance and provide an appointment card. Please make every effort to book appointments after school or during the school holidays. Children are expected to attend school every day unless there is a good reason not to. For an illness or unforeseen absence, please phone school to let us know the reason for absence as soon as possible. Messages from siblings or other pupils are not acceptable.

Unauthorised Absences

These are absences for which we do not receive a written explanation, or days for which there is not an adequate excuse.

We are required by the Government to monitor all absences and do so every week. If your child is absent, then they miss valuable lessons. An average of one day missed each week adds up to one whole school year missed in four years! PLEASE help us to educate your child by ensuring they attend every day.

Punctuality

We also monitor the punctuality of pupils. Our Inclusion Manager works closely with the Local Authority Education Welfare Officer to improve levels of attendance and punctuality. If your child is late for school, you must bring him/her into school via the school office where you will be asked to complete a 'late' slip.

Leave of Absence

Please do not plan family holidays during the school term. Children have 13 weeks holiday every year. This is plenty of time to go on holiday and visit family. In our continuing drive to raise standards, the Governors have agreed that the school will no longer be able to grant pupil leave in term time. This is in line with local authority guidance and parents should expect to receive a penalty notice if the pupils are absent from school for an unauthorised holiday.

Any requests for Leave of Absence must be provided on a form available from the school office - completed and returned to school at least four weeks before the start of the absence.

Children are not allowed to leave school by themselves in school time without written consent. Where children go home for lunch it is important that they do not come back to school more than a few minutes before the afternoon session begins at 1pm or 1.15pm.

Behaviour

Ash Croft Primary School has a well-structured behaviour policy. We would hope that the good discipline, which the school enjoys, happens through positive teaching, examples of desirable moral and social values, the involvement of the children and the support and co-operation of parents. We aim to encourage children to be self-disciplined and co-operative members of society and to encourage such values as kindness, consideration, helpfulness, honesty, and the worthwhile values of a caring society. We try to teach children to recognise acceptable and unacceptable modes of behaviour and react accordingly.



Behaviour Rewards System

Every child has a 'Good Behaviour Stamp Card'. They are rewarded for good behaviour with a 'stamp' from teachers and gain rewards and certificates for ten, twenty, thirty or more stamps.

Our school rules are:

- We are gentle – we don't hurt others
- We are kind and helpful – we don't hurt anybody's feelings
- We listen – we don't interrupt
- We are honest – we don't cover up the truth
- We work hard – we don't waste our own or others' time
- We look after property – we don't waste or damage things

Breakfast Club/After School

Sporting Bodies offer Breakfast Club between 7.30am-8.55am each morning and After School care between 3.20-4.30/5.30pm after school. If you are interested please speak to Scott Parsons 07807361755 or Philip Sharp 07957375683 to book a place for your child.

Child Protection

All staff have a legal duty to safeguard children's welfare. Parents should be aware that the school is required to take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, the Child Protection Officer is obliged to follow the Child Protection procedures established by the Derby Safeguarding Children's Board and inform Social Services of the concern.

Any photography taken in assemblies and school productions must be confined to your own children. If you do not wish your child to be photographed, please speak to the office staff before the event.

Complaints

If parents have a concern about their child's schooling, they should raise it with the class teacher or the school office initially. It is expected the majority of questions and anxieties can be dealt with in this way.

However, if complaints cannot be resolved, a meeting can be arranged with the Executive Headteacher or Head of School. If the complaint remains unresolved a formal procedure involving the Governors can be invoked, a copy of our Complaints Procedure can be obtained from the school.



Data Protection

Ash Croft Primary is a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you/your child from any previous school. We hold this personal data and use it to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care
- ensure a duty of care with regard to safeguarding
- assess the quality of our services and how well our school is doing

This information includes your child's contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, any special educational needs and relevant medical information.

We will not give information about you/your child to anyone outside the school without your consent unless the law allows us to do so.

We are required by law to pass some information about you/your child to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information about you that we hold and/or share, please contact Miss L Childe, School Business Manager.

Educational Visits

Visits to places of educational interest form an integral part of the curriculum.



We ask parents for voluntary contributions to support school trips. Each class will normally organise a day trip in the summer term. Please budget accordingly to help us to offer pupils these opportunities.

KS2 pupils will be offered the opportunity to go on a 3 day residential costing approximately £80. More information is included in our Charging and Remissions Policy.

Emergency Contact

In the case of illness or accident, it is essential that we have a telephone number and address where parents can be contacted quickly. You will be given a form to fill in to supply this information. If you change address or place of employment, please let us know immediately.

Equality of Opportunity

We aim to be a community where everyone is treated fairly and with respect. We want everyone to reach their potential, and we recognise that for some pupils extra support is needed to help them to achieve and be successful.

We take our legal duties on equality seriously. We welcome our general duty under the Equality Act 2010 to eliminate discrimination, to advance equality of opportunity and to foster good relations

We are required to publish equality information as well as equality objectives, which show how we plan to reduce or remove particular inequalities or disadvantages. This document is reviewed and updated annually.

Extra-curricular activities

There are a number of lunchtime and after school clubs that children are encouraged to take part in. Some clubs may make a small weekly charge.



Governing Body

The Governing Body is responsible for the Federation. It has responsibility for the appointment of staff, the school budget, the upkeep of the building and setting the school curriculum. It provides a general oversight of the running of the school. If you are interested in becoming a school governor, please contact The Chair to Governors or the Executive Headteacher/Head of School.

Healthy Eating

We encourage pupils to eat healthily by offering the following in school:

- a healthy choice of hot or cold midday meal
- healthy tuck shop offering fruit at mid- morning break
- one piece of free fruit each day for pupils from FS1 to Year 2 (National Fruit Scheme).

We do not permit any cakes to be brought into school to be shared in class for children's birthdays. However, birthday sweets may be shared at the end of the school day for children to take home.

Homework

The school has a homework policy that is available in school. It describes the type and amount of homework your child will bring home throughout their time at Ash Croft. We would particularly ask parents to hear their child read regularly no matter what age your child is.

Jewellery and Valuables

Jewellery should not be worn in school. If your child has pierced ears then small, plain studs can be worn, but must be removed for PE. If your child cannot remove his/her own earrings then please do not allow your child to wear them on PE days. We do not expect any children to bring valuable items into school. All items brought into school are at their own risk. No mobile phones or electronic devices are allowed in School.

Communication

We try to keep parents informed about our part in their child's education. All parents will receive an annual written report on their child's progress in July. You may consult teachers whenever you want further information or advice. From time to time we also hold evenings to explain new school procedures, curriculum approaches or policy changes as well as parent/teacher meetings to discuss your child's progress.

We will keep you updated in the following ways:

- Website - www.ashcroftandcottonsfarm.co.uk
- Facebook
<https://www.facebook.com/Ash-Croft-Primary-School-402200009951156/>
- Twitter - <https://twitter.com/ashcroftscho>
- Text Messaging (please keep us updated with your latest phone numbers)
- Newsletter

- Noticeboard
- Letters

Medicine in School

Medicines can be extremely dangerous, so we do not allow children to bring medicines of any description into school.

We follow the Derby City LA guidelines and Code of Practice that informs us that most forms of medication can be prescribed to avoid school time doses. As a general rule, school staff do not administer medication in school. If your child is recovering from a short-term illness and is undergoing or completing a course of treatment using prescribed medicines, parents may arrange with the office staff to come into school at the appropriate time to administer medication to their child. If you are unable to come into school, a 'consent' form will need to be completed.

Please keep the office staff up to date with changes to medical needs. If a child is suffering from a chronic illness or allergy, you must speak with the office staff regarding the administration of his/her medication.

The exception to this is for the treatment of asthma, where children need to self-administer a 'relieving only' inhaler. A consent form for this needs to be completed, but the inhaler will be stored safely with the class teacher so that immediate access is available when necessary. It is parent's responsibility to ensure that the inhaler is in date.

Parental Involvement

We hope that you, as parents, will find the school a welcoming and supportive place.



Parents and teachers are partners in the education of a child and we wish to actively involve parents in this process. Our priority is to ensure parents understand what is being taught in school and how their children are coping.

We have a Home-School Agreement, which was drawn up after consultation with parents. In this agreement, the school and family make a commitment to their child's education. We invite all parents to sign the agreement when their child is first admitted to school.

Parents are invited to volunteer to assist within the school; in whatever capacity they feel they are able to help. Throughout the year we also run a number of fund raising. If any parents would like to help with these events, please speak to the office staff.

We also hold a termly Parent's Forum where parents are invited to discuss issues surrounding any areas for improvement.

Policies

Our school policies are available in school for inspection or from our school website. Please contact the office staff for further information.

Religious education and collective worship

At Ash Croft Primary School we have regular acts of collective worship. Religious Education is multi-faith following the Derbyshire Agreed Syllabus. Parents have a right to withdraw their children from both these activities.

School terms and holiday dates 2017/18

Autumn 2017

Wednesday 6 September 2017 – Friday 20 October 2017

Monday 30 October 2017 – Tuesday 19 December 2017

Spring 2018

Wednesday 3 January 2018 – Friday 16 February 2018

Monday 26 February 2018 – Friday 23 March 2018

Summer 2018

Monday 9 April 2018 – Friday 4 May 2018

Tuesday 8 May 2018 – Friday 25 May 2018

Monday 4 June 2018 – Wednesday 25 July 2018

School will be closed to pupils for INSET training on 18th December 2017 & 19th December 2017, 26th February 2018, 23rd March 2018 & 6th July 2018

School Meals and Pupil Premium Funding

The school meals are cooked in our own kitchen. The meals consist of a good choice of freshly cooked hot and cold meals. Menus are available from the office and the cost of a school dinner is £2.20 per day.

Children in Key Stage 2 can bring a healthy packed lunch to school which must contain items which provide a balanced diet. Chocolate and crisps are strongly discouraged.

From September 2014 all Key Stage 1 children (FS2, Y1 and Y2) will be entitled to receive a **free** school lunch through the introduction of the government's universal infant free school meals policy. Children in these year groups are not permitted to bring a packed lunch from home as a packed lunch option with a choice of healthy sandwiches is available through our school kitchen. Pupils in Key Stage 1 who do not wish to take up a free school meal may go home for lunch.

Children in Years 3 to 6 should bring their dinner money on a Monday for the whole week, in an envelope with their name, class and amount on it. Dinners can also be paid by cheque, payable to Derby City Council.

The school receives additional funding for children whose joint family income is less than £16,190 or whose family are in receipt of certain benefits. If you qualify for the funding your children will be entitled to free school meals when they are in KS2 **and**

this will also ensure that the school receives additional funding to support your child with his/her education. This is pupil premium funding.



If you think that you may qualify for free school meals please ask for an application form and either return it directly to the address on the form or hand it in to the school office. **Pupil premium funding is extremely important to the school as the funding ensures that we can offer the best education for your child.**

If your circumstances change and you are no longer eligible for Free School Meals, your child will still benefit from pupil premium funding allocated to his/her school.

School Uniform and P.E.

Our school uniform consists of royal blue Ash Croft logo cardigan/sweatshirts, white polo shirts and black or grey trousers, skirts or pinafore dresses, white or grey socks or tights. In the summer girls may wear blue and white dresses. All children must wear appropriate school shoes, not trainers.

PE kits consist of royal blue shorts and t-shirt. Trainers are required for outdoor P.E.. Black or blue track suits may be worn for outdoor P.E. during colder weather. P.E. kits should be stored in a draw string bag. All coats and pump bags should have loops to hang on coat pegs. We do not allow large bags or rucksacks, as space is very limited. It is a priority to **NAME EVERYTHING**.

Cardigans, Sweat shirts and reading bags are available from the school office. Please see Mr Heer/Mrs Mills for a price list.



The School Day

School Session Times

	Start	End
Reception	8:55 am	11:45 am
	1:00 pm	3:20 pm
Key Stage 1 (Years 1 and 2)	8:55 am	12:00 noon
	1:00 pm	3:20 pm
Key Stage 2 (Years 3 to 6)	8:55 am	12:15 pm
	1:15 pm	3:20 pm

School begins at 8.55am. We ask that children be in the school playground by 8.50am and **NO EARLIER** than 8.45am. A member of staff is on duty on the yard and the gate from 8.45am.

School lunch times are staggered from 11:45 to 1:15pm. All pupils have at least an hours break at lunch time.

There is a morning break of 20 minutes for the whole school and an afternoon break for key stage 1 of 10 minutes.

School ends at 3:20pm. When meeting your child at the end of the day please wait at the 'meet and greet' area at the front of the school. Class teachers will bring children out to meet you. Children in Year 6 are allowed to go home from school on their own (at the school's discretion) but children in Year 6 children are not allowed to take younger siblings home from school.

THE SCHOOL CURRICULUM

A child's primary education spans across three stages within school:

EYFS	ages 3 to 5	Early Years Foundation Stage
Key Stage 1	ages 5 to 7	Years 1 and 2
Key Stage 2	ages 7 to 11	Years 3, 4, 5 and 6

All classes use a mixture of teaching styles and techniques during the week in a variety of groupings – whole class, ability groups, mixed ability groups, paired working. Children are taught daily lessons of English and Maths, where the level of work is tailored to individual ability. A broad and balanced curriculum is planned and taught in a happy and stimulating environment in accordance with National requirements. Independent and collaborative skills are encouraged in all year groups and Computing is readily used and embedded across the whole curriculum.

All curriculum policies are available for parents to view (please ask at the office for details). The school combines a variety of published national schemes together with its own Creative Curriculum to provide a broad and balanced curriculum for quality learning and teaching.

There are four Core subjects in the National Curriculum which are:

- English
- Mathematics
- Science
- Computing

These four Core subjects are integrated into the curriculum along with the seven Foundation subjects of:

- Art and Design
- Design and Technology
- Geography
- History
- Music
- Personal, Social and Health Education and Citizenship
- Physical Education

We also teach Religious Education as part of our statutory duties and Sex and Relationships Education

Deciding if this is the school for you and your child

Any Parent wishing to visit the school prior to deciding whether to make an application for admission can do so by arranging an appointment on Derby 764160.

The Staff are always happy to give prospective parents a guided tour of the school.



Conclusion

Ash Croft is a happy, friendly school. We try to create a pleasant atmosphere where children will want to come, and where learning can be an enjoyable experience. Please help us achieve this by encouraging you own child to enjoy school, and make learning a lasting pleasure.

and finally...

No booklet could ever hope to cover all aspects of your child's time in our care. The school prospectus is not meant to be a substitute for personal contact with the school. Please do not hesitate to approach the school if you need any further information.

This prospectus contains information for parents considering school admissions for the year 2017/18.

NOTE: Although the information contained in this booklet was correct at time of printing, it should not be assumed there would be no change affecting the information before, during or after the year in question

Visitors are always welcome at Ash Croft Primary School, please telephone for an appointment.

Ash Croft Primary School

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