

Ashford CE Primary School Year Book

Believe, achieve and succeed



2025/2026

www.ashford-primary.surrey.sch.uk



School Vision Statement

We are a caring Christian community where everyone adopts an “I can” attitude; everyone feels valued, safe and loved by God. We celebrate our God-given individuality, achievements and talents and we aspire, with God’s help, to become the best that we can be. We believe that each one of us has the ability to achieve our highest potential, living and learning in the fullness of God.

I can do all things through Christ who gives me strength - Philippians 4v13

Our School Rules

- 1 We respect each other**
- 2 We always try our hardest**
- 3 We have high aspirations**



Dear Parent/Guardian,

We really hope you find our School Year Book useful and that you will refer to it for information and key dates throughout the year ahead.

We will continue to send all letters home via email. Look out for ACE's HIGHlights every Friday for the latest news and events. Check both the school and PTA facebook pages for updates. We will send text reminders for key events or emergency updates.

Please ensure that you inform the office if your email address or contact details change.

Please use the school's website as it is there to help you, for example if you have: lost an emailed letter, need a diary date, want to look at the school lunch menu or catch up with news etc. Add us to your favourites www.ashford-primary.surrey.sch.uk

We all look forward to working in partnership with you during this exciting year ahead.

With kind regards,

From all the Staff Team at Ashford CE Primary School

IMPORTANT DATES

September

3rd	Inset Day—school closed
4th	Children return to school
8th	Meet the teacher—Year 5—2.30pm
9th	Year 5 Ancient Greek Workshop
9th	New Reception children start—half days
9th	Meet the teacher—Year 6—2.30pm
10th	Meet the teacher—Year 1—2.30pm
11th	Meet the teacher—Year 3—2.30pm
12th	Meet the teacher—Year 2—2.30pm
16th	Meet the teacher—Year 4—2.30pm
19th	Year 4 trip to Science Museum
22nd	Reading and Phonics Meeting for Reception 8.45am
30th	Year 3 & 5 Harvest at St Matthews Church

October

6th	Reading and Phonics Meeting for Year 1 8.45am
7th	Year 4 & 6 Harvest at St Matthews Church
8th	Individual School Photos
9th	Individual/Sibling School Photos
15th	Open Evening New Reception Parents 2026 3.30pm-5.30pm
22nd	Vision and Values Day
23rd	Parent/Teacher consultations—SCHOOL CLOSING AT 1.30pm
24th	INSET DAY—SCHOOL CLOSED

27th Oct—31st Oct Half Term—SCHOOL CLOSED

November

3rd	Children return to school
10th	Wellbeing Week—NO AFTERSCHOOL CLUBS
11th	Remembrance Day
24th	Nasal Flu Vaccinations & Height and Weight for Reception and Year 6

December

9th	Infant Nativity 1.30pm
10th	Infant Nativity 9.30am
11th	Infant Nativity 9.30am
12th	Reception Christmas Singalong 2.30pm
12th	PTA Christmas Wreath Making Workshop
15th	Infant Open Afternoon 2.30pm
16th	Junior Open Afternoon 2.30pm
17th	School Christmas Lunch
17th	Junior Carol Concert at St Hilda's Church
18th	Class Christmas Parties
18th	Christmas Jumper Day
19th	End of Term—SCHOOL CLOSSES EARLY

20th December—2nd January CHRISTMAS HOLIDAY SCHOOL CLOSED

January

5th	INSET DAY—SCHOOL CLOSED
6th	Children return to school
16th	Year 3 Swimming Lessons begin

February

16th—20th—HALF TERM HOLIDAY—SCHOOL CLOSED

26th	Parent/Teacher Consultations—SCHOOL CLOSSES EARLY
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March

2nd	Wellbeing Week—NO AFTER SCHOOL CLUBS THIS WEEK
24th	Infant Open Afternoon—2.30pm
24th	Primary Singing Festival
26th	Junior Open Afternoon—2.30pm
27th	End of Term—SCHOOL CLOSSES EARLY

30th March—10th April EASTER HOLIDAY—SCHOOL CLOSED

April

13th Children return to school

May

4th Bank Holiday—SCHOOL CLOSED

11th KS2 SATs Week

22nd Inset Day—SCHOOL CLOSED

25th—29th Half Term Holiday—SCHOOL CLOSED

June

1st Children return to school

1st Year 4 Multiplication check week

4th Sports Day

7th—10th Year 6 Residential Trip

8th Year 1 Phonics screening check

18th Reserve Sports Day

26th PTA Summer Fayre

29th Wellbeing week

30th Year 6 Transition Day

July

6th Year 6 Bikeability

14th Open afternoon—Infants

16th Open afternoon—Juniors

20th Year 6 leavers service

Please be advised that whilst we expect these dates to be accurate there may be some changes if current circumstances dictate this. You will be notified of date changes in the weekly Highlights newsletter.

Our School Day

The school day starts promptly at 8.30 am.

The school gate opens and all children go straight into class through their classroom door.

Parents of infants should wait until the child enters the classroom before leaving the school site. Please do not leave children unsupervised in the playground. **The climbing frame and trim trail are out of bounds during drop off and pick up times.** For safety reasons, parents and children are not permitted to go beyond the blue gate or to enter the staff car park unless authorised to do so. Latecomers should come into the school via the school office where parents must enter children into the signing-in book so that we can account for each child in case of evacuation or emergency.

All children have a short playtime in the morning.

- Infants have lunch between 12.00pm and 1.10pm and finish their day at 3.00pm
- Years 3,4,5 & 6 have lunch between 12.00pm and 1.00pm and finish their day at 3.10pm

Collecting your child

In order to ensure safe collection of your child, please email the office to inform us of a change to your child's normal end of school day collection arrangements. Class teachers will only dismiss children to the known parents or named adult on the email. We are unable to let children go home with an unauthorised adult. We would ask that you avoid using the phone to relay this message and only call in case of emergency or unavoidable delay.

Our Christian Ethos

As a voluntary aided Church of England School, the principles of the Christian way of life are implicit in all we do. Collective Worship is very much a part of school life and takes place every day. The Infants and the Juniors gather together in the school hall on most days and sometimes in their own class. Some worship is led by representatives of each parish church.

How to Contact School Staff

If you wish to speak to a teacher they are usually available in their classroom before the children enter school and in the playground after school at 3.10pm once the children have left. Teachers are not available whilst the children are in class. Occasionally, teachers may be able to ring you during the day and if you wish to arrange this or to make an appointment to meet with them, please organise this through any member of the school office team from 8.15 each day. If you have any concerns regarding your child, this should always be discussed with their class teacher initially.

Should you wish to make an appointment with the Headteacher, this should be made with Miss Val Eglesfield the Office Manager.

You may also phone the school on 01784 253310 or email the school office on info@ashford-primary.surrey.sch.uk and they will pass on relevant information to the correct staff member.

The school office will respond to your request within 24 hours (please note that not all staff work every day and senior staff are not usually available immediately.)

Concerns and complaints

If you have any concerns about your child or a school issue, you should first speak to the class teacher. If the class teacher cannot resolve the concern then an appointment can then be made to see a member of the Senior Leadership Team. Any issue that cannot be resolved through discussion with Senior Leaders can be passed on to the Governing Body. Our complaints procedure is available on our website.

Reminders for Parents

- 1. Please treat teachers and other staff with respect for their care and responsibility towards children. (Any form of aggression towards them will not be tolerated).**
- 2. Please treat all other parents and carers respectfully and in the manner in which we ask the children to behave in school.**
- 3. As children are always in close proximity, we ask you to ensure the nature of your conversation is appropriate for children to hear.**
- 4. Remember to act respectfully towards the school, staff and other parents when using social media. (Photos taken at any school event are not permitted to be uploaded to any social media site if the photo contains children other than your own).**
- 5. Parents and children are not permitted beyond the blue gate or in the staff car park unless authorised to do so.**
- 6. For the safety of the children, the climbing frame and trim trails are out of bounds during drop off and pick up times.**
- 7. Smoking, and the use of e-cigarettes or chewing gum, are not permitted on any part of the school site at any time (indoors and outdoors). We also ask that you do not smoke directly outside of the school.**
- 8. For safety reasons, children MUST get off their scooters before entering the school gate.**
- 9. Dogs are not permitted onto the school site.**

Parking

Please obey the local parking restrictions that apply in the areas near to the school. Parking is not permitted directly outside the school even for a short period. This can cause danger to other road users and to the children. We wish to maintain good relations with all our neighbours, and we ask that you do not park on the grass verges under any circumstances, or enter or obstruct the driveways of local residents. The school car park is for staff cars and designated school visitors only. To ensure the safety of all concerned, please keep the entrance clear. Pedestrian access to the car park is forbidden at all times. Local PCSO's do patrol on an adhoc basis.

Attendance and Punctuality

We expect children to attend school regularly and to be on time. We believe good attendance contributes directly to the standards the children achieve, as does punctuality. In keeping with national policy, we strongly discourage any absence for holidays during term time and are unable to authorise it. Parents are asked to consider very carefully the implications for their own child and others before making a decision to remove their child from the education that is provided in school in term time. Children should only be removed in **exceptional circumstances**. Legislation states that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

The following points should be considered:

- Taking a child out of school is disruptive to their learning at the time, before and after the event.
- Absence may be disruptive to others in the class
- Children away from school miss the scheduled work and will not be able to maintain progress. Groupings may have to be changed as a result.
- Confidence and self esteem may be damaged as the child no longer feels part of the class and the learning situation has moved forward without them.
- Taking children out of school conveys a hidden message about values that are placed on education ie a holiday/special occasion is more important than the learning taking place. This attitude may be adopted by the child.
- New government guidance for attendance came into effect in August 2024, please see our attendance policy on the website.

Lateness

It is important that you aim to bring your child to school in good time to enter via the school gate in the morning. Once the gate has closed you must come in via the school office and sign in the late book. Persistent lateness can add up to hours of missed education. Being late also means your child misses registration and vital instructions that are given at the start of the school day.

Lateness is monitored by the Surrey Inclusion Officer

Absence from school

You **must** provide the school with at least 2 emergency contacts for your child. If a child is ill or unable to attend school it is **essential** that parents notify us as early as possible on the first day of absence.

It is a parent's legal responsibility to ensure that a child attends school and to inform the school of the reason for absence before 9.00am daily. **Please do not wait for us to contact you.**

Where a child's attendance falls below 90%, we will be unable to authorise absence on the grounds of illness without supporting evidence (copy of prescription, attendance card from Doctors etc.). We reserve the right to enter sickness as unauthorised. This is monitored by the Surrey Inclusion Officer.

If your child has a medical appointment, please email the office prior to the appointment.

Sickness/injury at school

Children who have a sickness or diarrhoea bug must then remain at home for **48 hours** after the last episode in order to prevent transmission to others. These bugs spread rapidly in a school environment. (This changes to 24 hours if sick for other reasons) If a child is sick in school, we will ring you in order to collect them. If a child is hurt and we are concerned, we will also ring to advise you and agree further action if appropriate.

Medication

We are unable to administer non-prescribed medication or pain killers in school unless this has been specifically agreed by a Senior Leader. We are also unable to apply suncream or administer Calpol. Parents should apply suncream to the children before coming to school. Parents may come to school during the day to administer Calpol and other adhoc medicines if required. We do, actively support children who have the need for life supporting medication, such as inhalers and epi-pens. To enable us to react instantly to your child's condition, inhalers and epi-pens are stored in a red medical rucksack hanging on or very near the door in your child's classroom. This rucksack will be taken on all class/school trips, into the hall and the playground for outdoor PE and fire drills. If your child is prescribed with an inhaler or epi-pen, then please contact the school office for a Medication Form or if you have any further queries. It remains the parents responsibility to ensure medication is within date. **All medication MUST be handed to the staff in the School Office and NOT to the class teacher.**

Support and Care for pupils

Child Protection and Safeguarding

The Senior Leadership Team and Governing Body of Ashford CE remind parents that there is a responsibility placed on the school and staff for child protection. This responsibility is set out in our 'Safeguarding Children Policy' and is displayed on the school website and in the lobby. Guidance and support for parents on all areas of safety and safeguarding can be found on the school website.

Special Educational Needs

We follow the Department for Education Code of Practice for pupils with special educational needs (SEND 2014). We aim to identify and register any special need and disability quickly to provide the children with support, either from within our own resources or involving outside specialists. Our Special Needs Co-Ordinator and Inclusion Leader, Mrs Witt works with the class teachers, parents and outside agencies to, where appropriate, provide support and monitor the child's progress.

Home Learning

Please see home learning policy on the website for further details and also links to suitable websites for children..

Behaviour and School Rules

We encourage the children to develop a caring and responsible attitude, to respect others and their property and to be considerate to everyone who shares the school. We keep our school rules to a minimum and to try to ensure children understand the reasons for them. These are spelt out in our Positive Behaviour Policy which can be found on the school website. All classes operate a 'Good to be Green' system with green, yellow and red sanction cards. Further details are on the school website or by request

Lost property

This is stored by the school office and regularly put out for parents to check. **Please name all your child's property** and if they lose something please speak to the class teacher initially. All unclaimed items are donated to charity at the end of each half term.

Walking to and from school alone (Y5 and Y6 only)

Parents of pupils in Years 5 & 6 have the option to consent to their children walking to and from school alone. Upon receipt of an email to the office, children will be dismissed by an adult via the office or school hall and allowed to walk home alone. All other children will leave via the school gate and must be accompanied by an adult. For their safety please ensure children do not arrive at the gates prior to 8.30am. Children with permission to walk home alone are not permitted to take younger siblings home. Please be aware that if children fail to behave appropriately or follow our issued road safety guidelines, this privilege will be withdrawn. Children who are permitted to walk home alone may bring a mobile phone with them to school which must be handed in to school staff before entering class for storage in the office. Mobiles can be collected at the end of the day and are left at your own risk. Children may be permitted to walk home alone after school trips/club if parents have given extra permission.

School meals

At Ashford CE children can opt to have school meals or packed lunches. School lunches are freshly cooked on the premises by Twelve 15. School Meals are free to all children in Reception, Years 1 and 2. School Meals for Junior children must be paid for in advance. **ALL lunches need to be booked via Tucasi the school's online payment system, even if your child is entitled to free meals.** Lunch choices need to be made 1 week in advance for food ordering purposes. Paid meals cost £2.90 per day and must be paid at the time of ordering your child's meals. If you have any queries, please contact the school office. Any special requirements should be discussed with Miss Eglesfield or Mrs Portat in the school office.

If you think your child may be eligible for free school meals, please contact the school office.

Packed lunches

These must be healthy in nature and cannot contain nuts, fizzy drinks, chocolate or sweets. Government guidelines suggest that crisps and chocolate covered biscuits should not be part of a packed lunch. We encourage you to add fruit and vegetables to their packed lunch. **PLEASE PROVIDE A DRINK. All uneaten food and rubbish must be taken home.**

Nut free policy

Ashford CE is a nut-free school. Children, parents and staff **MUST** not bring in or consume snack or lunch items that contain nuts.

Water, fruit and snacks

All children **must** have a water bottle in school everyday so that they can drink water regularly throughout the day. This aids concentration and readiness for learning. To further ensure our children are encouraged to drink regularly, there are also water fountains in the playground in the summer months.

All Infant children are provided with one piece of fruit a day by the government's fruit scheme. We strongly urge you to provide junior children with a piece of fruit for a snack at morning break to add a vital energy boost.

Clubs

Please see clubs leaflet for details of current clubs.

Can you Help?

Donations and offers of support

We are always happy to accept donations of glue sticks, tissues, and spare clean underwear. We are also happy to consider other items which you may feel will benefit the school. If you have a trade that may be of use, we really appreciate your support. Over the last few years parents have helped us save vast sums of money by installing new electrics, re-roofing a shed, fitting a new toilet and providing office furniture. We really appreciate all the help you can offer.

Parent Teacher Association

The Parent Teacher Association at Ashford works tirelessly to support the school in fundraising initiatives. It also stages a number of social activities for children and parents during the year including fairs and discos. The committee is always grateful for new members. The PTA can be contacted at PTA@ashford-primary.surrey.sch.uk

Volunteering in School

We believe that the involvement of parents and carers in children's education is vital and we encourage active participation in many ways. Some parents come to school to help with a variety of tasks such as ICT, art, cooking and especially reading, and usually work with individuals or small groups in specific classes. Please talk to Mrs Pyke, School Business Manager if you wish to offer support or approach the school office for further information.

What kind of activities might you be engaged in? We might ask you to become involved in a variety of activities such as:

- Sharing books
- Working on the computer
- Playing games
- Making things
- Cooking
- Sewing
- Wider Curriculum
- Sometimes just being there is what is needed!

We have a volunteering agreement and carry out a Disclosure and Barring Service (DBS) and a disqualification check for all staff and volunteers who have regular contact with children. All schools need to hold a register of the checks undertaken. In order for you to work in school as a volunteer, you will need to provide references and complete a DBS online check.

We will help you get the process started. Please be assured that all information will be treated in the strictest confidence and that these checks are done only in the best interests and safety of the children. Please contact Mrs Wendy Pyke, School Business Manager, regarding checks.

Birthdays/Celebrations and Special Events

Each child will receive a birthday sticker to mark this special occasion. Please do not send in sweets, cakes or gifts to give out. If you wish to do something extra, teachers are always happy to accept a gift to the class of a new book for the reading area. We are also unable to distribute invitations to any events outside of school in class and this must be done in the playground before or after school. The PTA kindly distributes gifts or treats throughout the year that are checked and approved.

Bringing in things from home

We encourage children to bring in items directly related to their learning or theme in school, however please do not allow them to bring in toys, or other items from home. Mobile phones are only allowed if your child has a privilege card and must be handed to the school office. Tablets, electronic gaming equipment and smart watches are not allowed in school.

School Uniform

Infants

Black trousers, short or long

Black Pinafore dress or skirt

Black/Grey or white socks

Black or grey tights

Blue V-neck sweatshirt or sweat cardigan **which preferably have school logo**

White Polo shirt (school logo or plain)

No tie for infants

Reception children may wear plain black jogging bottoms

In the Summer a blue and white striped or checked dress may be worn

Juniors

As above with a school tie and a white shirt, short or long sleeved shirt in the winter terms (October until Easter)

(Polo shirts may be worn between Easter and October half term only)

In the Summer a blue and white striped or checked dress may be worn.

Additional Uniform

A royal blue book bag for infants **preferably with school logo**

A royal blue rucksack bag for infants **preferably with school logo**

Only school branded or plain blue baseball caps or hats may be worn
(Several optional uniform extras such as baseball caps and rucksacks are available from School Bells)

School Bells: 361 Staines Road West
Ashford
TW15 1RP
Phone: [01784 557046](tel:01784557046)
www.schoolbellsuniforms.co.uk

Shoes

All pupils should wear black school shoes with low heels (not trainers) for everyday wear. Open-toed shoes, sling-backed sandals, crocs or boots must not be worn: they are dangerous on our floors and in the playground. In the summer closed-toe and backed sandals with straps may be worn if parents/carers wish. We recognise it can be difficult to acquire black sandals for young children, so we will accept navy or dark brown instead. If there are any queries over suitability of shoe style, please consult the school for clarification.

PE Uniform

Children should wear PE kit to school on the days their class has PE

- White round-necked shirt (school logo or plain)
- Black shorts (not lycra cycling shorts)
- Black plimsolls
- Years 3,4,5 and 6 are in addition to plimsolls permitted to wear suitable plain trainers (not coloured Astroturf trainers) for outdoor PE only
- Plain black/navy tracksuits are optional for outside winter PE/Games lessons. No large logos/pictures please
- School socks – white, grey or black
- **T-shirts in house colours should ONLY be worn for sports day and other house events (available from the PTA £4—£4.50 each)**

Jewellery hair and cosmetics

If your child's ears are pierced, please ensure they wear only **small** studs. Other earrings are a hazard to safety in school. School policy requires all jewellery, including studs, to be removed for PE and Games. **Pupils should not wear earrings on days when PE or Games are scheduled.**

Watches and Medic-Alert bracelets are the only jewellery other than stud earrings permitted in school. Watches must be taken off during PE and Games. The school accepts no liability for loss or damage to any of these items.

No cosmetics or hair products should be worn by pupils during school hours, this includes make-up, nail varnish and products and both hair dyes and gel. Hair which is long enough to be tied back must be tied back regardless of gender. Fringes should be above the eyebrows or clipped back. Hair styles should be appropriate for school e.g. no shaved-in lines or patterns and be **no shorter than grade 2**. Beads and braids should not be attached to hair for health and safety reasons. Hair bands should be plain blue, black or white (**fashion hair wear and large hair bows are not permitted**).

School Improvement Fund

We are very fortunate to have such a lovely and interesting building and extensive grounds although the age of some aspects provides us with a number of challenges. Church schools receive funding for buildings in a different way to community schools and we are reliant on the support of parents to help us fund the necessary building projects to provide the best possible learning environment for your children. We work closely with the Diocese who is responsible for large scale building projects. Recently we completed Phase 2 of the school hall project which included the upgrade of the windows, as well as improvements to the security at the front of the school. The school has to make a contribution to every project and asks for voluntary contributions from all the families in the school. For every £1 that is donated to the school for Building & Maintenance we can apply for another £9 of grant funding from the Diocese, without these important contributions we would not be able to continue to develop the school.

Parental donations are voluntary and an amount of £5 per month or £55 per year is suggested.

First Child: £55 per year in advance OR £5 per month (12 months = £60) Second Child: £55 per year in advance OR £5 per month (12 months = £60) Third Child: £20 per year in advance OR £2 per month (12 months = £24)

As contributions are easy to forget, we would like to encourage as many of you as possible to set up a standing order. If you are able to do this, we would be able to plan and use this money much more effectively. However we do understand that family budgets are also under pressure, and welcome any donation you are able to make. You can also pay online via our Tucasi payment service, by cash or by cheque (made payable to "Ashford C/E B & M Fund"). Our office staff will be happy to assist you in any way they can.

We also have Gift Aid forms for you to complete if you are a UK tax payer. This means we receive an additional 25p for every £1 donated.

The governors of ACE would like to thank you for your donations, past and future, to the Building and Maintenance Fund, and recognise all the other kinds of contributions made by you all to the life of our school community. Your time and energy are vital!

Charging Policy

This is in addition to the Governors School Improvement Fund. In order to enrich the curriculum, we ask parent to make voluntary contributions to help meet the cost of educational visits and other activities such as swimming lessons. Although the contribution is voluntary, any unpaid amounts have to be met from the school budget which will affect the amount of money we have available for other resources and equipment for the children. This may also mean that trips may be cancelled if not enough contributions are received. Any concerns about payment should be made with the School Office initially.

READING

Our reading scheme uses a selection of appropriately levelled books starting with books that are linked to Little Wandle phonics scheme.

Reading for Pleasure

Our aim is to provide children with good experiences of reading so that we develop and nurture children who will read for pleasure. This can be done in a variety of ways:-

- Reading should be **enjoyable** and something that children want to do. It is a life skill and it is important that children find it pleasurable and valuable. .
- Children need to see **good role models** of reading for pleasure, from parents/ carers/siblings. Children pick up so many habits by imitating the behaviour of those around them and as parents you have the greatest influence. If they can see you enjoying reading and talking about what you read they will see it as something worth emulating.
- As research has shown, children who are **read to** from an early age tend to become enthusiastic readers themselves. Through being read to they pick up so much information about the process of reading and again see a good reading role model.
- Children thrive by having a **special time and place** to be read to - for many this will be at bedtime. Do try and make time for this, once a day is beneficial.
- We want to nurture **good reading habits** and **positive attitudes** which will help our children to be confident readers for life.

How you can help

- **Make reading fun** – if reading is becoming a battle each night don't push the issue. Children learn to walk/talk/swim at different times and when they are ready, reading is no different. As we said before if you make it a chore and they feel pressured they are more likely to be put off reading. Some children will be fluent readers by the end of Reception – for others it will take until they are Juniors. Suggested reading books are also available on the website.
- If they are reluctant to read to you, **read to them** either the book from school or forget about school reading books for a time and read them books or comics of their own choice.
- **Read a range of different materials** – books – fiction and non-fiction, comics, signs, labels and recipes. Remember, the library is a great place to visit, and it's free!
- Rather than read, **play word games** with them – there are lots of different games you can buy, such as junior scrabble, bananagrams etc, just playing 'I Spy' or finding rhyming words can be just as good sometimes.

We don't want children to feel that they are failing. Give them lots of **praise and encouragement** for their achievement and appreciate what a mammoth task they are undertaking



Keeping your child safe online - A checklist for parents and carers

As a parent you'll probably know how important the internet is to children and young people. They use it to learn, play, socialise and express themselves in all types of creative ways. This may be through sharing photos and videos, blogging, gaming, or even developing their own apps. It is a place of amazing opportunities.

The technology children use in their daily lives can seem daunting. You might worry about the risks they can face online, such as bullying, contact from strangers, as well as the possibility of access to inappropriate or illegal content. To help them stay safe, it's important that you understand how your child uses the internet.

By following this simple checklist, you can start to protect them and decrease the risks they face: 



I have asked my child to show me sites they use – By doing so, your child is including you in their online life and social activity. Show an interest and take note of the names of their favourite sites. You can then re-visit these when you are alone. Take your time and explore the space, find out how to set the safety features and learn how to report any issues directly to the site.



I have asked my child to set their profile settings to private – Social networking sites, such as Facebook, are used by children to share information, photos and just about everything they do! Encourage your child to set their privacy settings to private. They need to think about the information they post online as it could be copied and pasted anywhere, without their permission. If it got into the wrong hands, somebody may wish to use it against them or worst of all try to locate them in the real world.



I have asked my child about their online friends – We know that people lie online about who they are and may create fake identities. It is very important children understand this. Whether they are visiting a social network or a gaming site, the safety messages are the same. Children and young people must never give out personal information and only be "friends" with people they know and trust in the real world.



I have set appropriate parental controls on my child's computer, mobile and games console – Filters on computers and mobiles can prevent your child from viewing inappropriate and possibly illegal content. You can activate and change levels depending on your child's age and abilities. You can also set time restrictions for using the internet or games. They can be free and easy to install. Call your service provider who will be happy to assist or visit CEOP's parents' site for further information. Explain to your child why you are setting parental controls when you talk to them about their internet use.



My child has agreed to tell me if they are worried about something online – Sometimes children get into situations online where they don't feel comfortable or see something they don't want to see. By opening up the communication channels and talking to your child about the internet, their favourite sites and the risks they may encounter, they are more likely to turn to you if they are concerned about something.



I know where to get help if I'm concerned about my child – The CEOP Safety Centre provides access to a range of services. If you are concerned that an adult has made inappropriate contact with your child you can report this directly to CEOP. You can also find help if you think your child is being bullied, or if you've come across something on the internet which you think may be illegal.

Visit the Safety Centre at www.ceop.police.uk/safety-centre or by clicking on this button:



For further help and guidance on all the information mentioned please visit
www.thinkuknow.co.uk/parents

Staff List

Teaching Staff

Headteacher

Senior Assistant Headteacher

Assistant Headteacher

Mrs Lesley Bailey

Mrs Marie Williams

Mrs Avril Forster

Reception	Koala Class Kangaroo Class	Mrs Jaqui Day Mrs Ellie Weir
Year 1	Tiger Class Panda Class	Miss Renee Gallant Mrs Laura O'Brien
Year 2	Giraffe Class Zebra Class	Miss Lara O'Donnell & Miss Jess Richardson Miss Louise Alabaster
Year 3	Meerkat Class Lemur Class	Mrs Megan Edwards Miss Ella Charlton
Year 4	Rhino Class Elephant Class	Miss Georgina Pooley Mrs Trilby Lacey
Year 5	Buffalo Class Llama Class	Mr James Dodman Mrs Kelly Isaacs
Year 6	Leopard Class Panther Class	Mrs Emma Stevenson Miss Grace Corry
Inclusion Leader/SEND	CO	Mrs Anna Witt

Teaching and Learning Assistants

Mrs Jackie Baker	Mrs Prutha Bhave
Miss Macy Carter Murray	Mrs Hayley Chisholm
Miss Sam Cushen	Miss Liz Dean
Mrs Karen De Souza	Mrs Linda Duguid
Mrs Sue Diamond	Miss Brooke Fabian
Mrs Karen Forrest	Mr Nathan Forrest
Mrs Cathryn Fowler	Miss Elena Mills
Mrs Donna Peake	Mrs Cara Parladoria
Miss Josephine Paulray	Miss Lucy Pyke
Mrs Petronella Vojnich	Mrs Mandeep Singh
Mrs Maria Sweet	Mrs Laura Wells
Mrs Michelle Williams	Mr Nathan Witt
Mrs Nicola Wyeth	Mrs Jane Whitbread

Support Staff

School Business Manager	Mrs Wendy Pyke
Finance Manager	Mrs Louise MacMahon
Office Manager	Miss Val Eglesfield
Admin Officers	Miss Kate Hutchings
	Mrs Zoe Portat
Caretakers	Mr Alistair Mackinney
	Miss Debbie Elsom
Middy Supervisors	Mrs Jane Cook

Governance

Ashford CE has a Governing Body, led by Mrs Louise Bowman (Chair), representing parents, staff, churches, the London Diocese and the local education authority. More information is available on the school website and they can be contacted via a post tray in the school office or through email: clerk@ashford-primary.surrey.sch.uk

PUPIL'S RESPONSIBILITIES

Believe, achieve and succeed



I will try to:

- Go to school every day and get there on time
- Wear my school uniform and make sure I have all the things I need each day
- Look after other people's things
- Listen carefully in each lesson and always do my best
- Be polite and helpful to others
- Keep the school rules and treat everyone with respect



PARENT AND CARERS RESPONSIBILITIES

We acknowledge that, as parents and carers, we are the primary educators of our children and as a result of this we have an irreplaceable role to play in supporting our children's learning at school

Therefore, I/we will:

- Ensure that my child attends school regularly, on time and suitably equipped.
- Inform the school of any concerns or problems that might affect my child's work or behaviour.
- Support the Christian vision and values of the school community.
- Give my child opportunities for home learning and support homework from school.
- Support the school's policies and guidelines for behaviour.
- Treat teachers and other staff with respect for their care and responsibility towards my/our child/ren.
- Agree to treat all other parents and carers in the manner in which we ask children to behave in school.
- Attend parents' evenings and discussions about my child's progress.
- Encourage my child to be enthusiastic about learning, to always do their best and to enjoy school.
- Attempt to support the Christian community and the school governors in their responsibilities for maintaining the school buildings in good repair.
- Respond to any concerns raised as quickly as possible ensuring confidentiality and understanding in any discussions.
- Provide details and access to Governors and other necessary contacts if it is requested.

SCHOOL'S EDUCATIONAL RESPONSIBILITIES

We acknowledge our responsibility to support parents in their task of nurturing their children towards human wholeness within a Christian Community

Therefore we will:

- Provide a friendly welcome for your child and a secure, stimulating Christian environment. He/she will be encouraged and helped to achieve their potential spiritually, morally and academically.
- Demonstrate our faith and our school's foundation by what we teach and the way we live and worship in our school.
- Aim to provide the best possible education we can for your child and enthusiastic teaching rooted in our beliefs, our values and our skills.
- Provide you with information about your child's progress and opportunities to talk to teachers.
- Keep you well informed about school policies and activities.
- Set homework suitable to your child's needs.
- Contact you promptly if there is a problem with your child's attendance or punctuality.
- Inform you of any concerns regarding your child's behaviour, work or health.





Safeguarding Children at Ashford CE Primary School

Ashford CE Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This means that we have a Safeguarding Children Policy and procedures in place which are available on our website. All staff, (including supply staff, volunteers and governors) must ensure that they are aware of these procedures. Parents' and carers are encouraged to read the policy which is available on our website or on request from the school office.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with his/her parents/carers first, unless we have reason to believe that such a move

would be contrary to the child's welfare.

Our Designated Safeguarding Lead and Deputy Leads (DSLs) are:

				
Mrs L Bailey Headteacher DSL LEAD	Mrs M Williams Senior Assistant Headteacher	Mrs A Forster Assistant Headteacher	Mrs A Witt Inclusion Leader	Miss G Pooley SLT

Also part of the Safeguarding Team are:

	
Miss V Eglesfield Office Manager	Mrs W Pyke School Business Manager

If you are concerned about a child's welfare, please record your concern (Staff should record on CPOMs), and any observations or conversations heard, and report this to one of the DSL team as soon as possible on the same day. DSL's can be contacted via the school office. You can contact social services directly at the Surrey Children's Single Point of Access (C-SPA) **Phone:** 0300 470 9100 **Email:** cspa@surreycc.gov.uk

If your concerns relate to the actions or behaviour of a member of staff, (which could suggest that s/he is unsuitable to work with children) then you should report this in confidence to the Headteacher or the Chair of Governors (if the concern relates to the Headteacher) – who will consider what action to take.