



Ashford Park Primary School

Inspiring a love for lifelong learning through:

Achieving

Potential

Producing

Success

SCHOOL INFORMATION: 2022-2023



Welcome to Ashford Park Primary School (APPS). Our school is a pretty special place... well, we think so, so please feel free to read on and visit our website, to find out what we are all about! We hope that you find the information useful, and please feel free to contact us if you have any further questions.

Telephone: 01784 250305

Email: info@ashford-park.surrey.sch.uk

School website: <https://www.ashford-park.surrey.sch.uk/>



Safeguarding

We are committed to safeguarding young children & expect staff, visitors and volunteers to share this commitment.

Safeguarding every child at APPS, is an integral part of our partnership working. We take great care in ensuring that our policies guide and reflect our practice and procedures. At our school, we have seven members of staff who are either Designated Safeguarding Leads or Deputy Designated Safeguarding Leads, and all of our staff and governors take part in annual Safeguarding training.



Introduction



Hello, I am Sarah Tarrant, the head teacher of Ashford Park Primary School and I would like to extend a warm welcome to you as you explore our school, as we introduce our three form entry primary school for children aged 4 to 11 (Reception to Year 6). We are exceptionally proud to be a community school, located in the heart of North Ashford, meeting the school place requirements for the families living in our local area.

Our vision of 'Inspiring a love for lifelong learning', through our aims of 'Achieving Potential Producing Success', encapsulates all that we stand for, through providing exciting, engaging and challenging learning opportunities for your child.

Ashford Park is a large, yet happy and friendly school, where everyone matters. We aim to provide the very best education for all of the children in our care, by contributing to their

wellbeing, intellectual, physical, social and emotional development, working in partnership with you, our parents, our carers and our community. Our children are our richest resource and we seek to foster a love for lifelong learning. Even from such a young age, we fully appreciate that the education that we provide, empowers our children to make informed choices about their life and may guide their future.

At Ashford Park, we actively promote hard work, hold high expectations and support engagement through our curriculum, which encourages your children to build resilience and satisfaction with their learning. We hope that during your child's time with us, they enjoy coming to school, learn to like themselves and others and develop a love for lifelong learning. As a parent or carer, we want to work in partnership with you, concerning all aspects of school life. We endeavour to create a caring and positive atmosphere, to enable highly effective relationships with your child at the heart of all that we do at our school, supporting them to make the most of their childhood years.

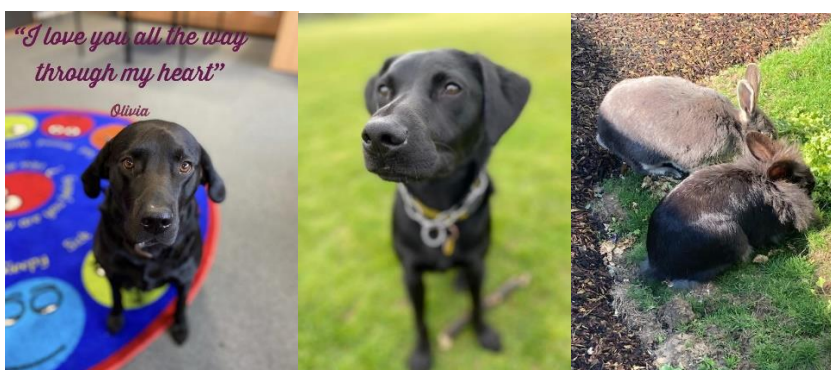
Ashford Park Primary School is now 31 years old, having opened in 1990, after Hengrove School and Woodthorpe School amalgamated. Our well-maintained buildings are set in beautiful grounds, which the children actively use to support their learning. The school is very well equipped with excellent resources in all of our learning areas. All staff ensure that their classrooms are attractive and stimulating places for the children, where lifelong learning is encouraged and supported. In addition, the school offers cycle and scooter racks, a pond area and bird hide, a reading yurt, fitness equipment, a trim trail, a jungle and the Jubilee Garden for children to use all year round.

I continue to be excited to come to work every day, whilst in my fourteenth year as the Head Teacher of this thriving and caring school. Working alongside a team of staff who understand the uniqueness of childhood, and a dedicated Governing body, we look forward to welcoming you to Ashford Park Primary School in the near future, if you feel that Ashford Park, is the right school for your child and for your family.



School animals

We have a number of extra special animal staff members, who help to provide a supporting, nurturing and caring environment, including two rabbits, called Daisy and Blue and therapy dogs called Storm and Ozzy.





ADMISSION CRITERIA FOR SEPTEMBER 2023

We admit up to our published admission number (PAN) of 90 children in each academic year in Reception (EYFS), year 1, year 2, year 3 and year 4, year 5, and year 6. As a Surrey maintained school, our admission arrangements are as follows:

Admission criteria for community and voluntary controlled schools in Surrey
<https://www.surreycc.gov.uk/schools-and-learning/schools/admissions>.

The admission criteria for the majority of Surrey's community schools are set out below.

1. Looked after and previously looked after children

2. Exceptional social/medical need

3. Children who will have a sibling at the school or at an infant/junior school which operates shared sibling priority on the date of admission – a sibling will be considered to be a brother or sister of the same parents (whether living at the same address or not), or a half brother or sister, step brother or sister or an adopted or fostered brother or sister living as part of the same family unit at the same address

4. Children for whom the school is the nearest to their home address - the nearest school will be the school closest to the home address that has a Published Admission Number to admit pupils of the appropriate age range and which admits local children. The nearest school may be either inside or outside the county boundary.

5. Any other children, prioritised according to the distance they live from the school.

Unless otherwise stated, distance will be used when any category is oversubscribed and will be measured by straight line from the address point of the pupil's house to the nearest official school gate for pupils to use. Where two or more children share priority for a place, Surrey County Council will use random allocation to determine which child should be given priority.

PLEASE find the Surrey Admissions links for 'mainstream children' and for children with an 'Education and Health Care Plan' (EHCP): [School admissions - Surrey County Council \(surreycc.gov.uk\)](https://www.surreycc.gov.uk/school-admissions) AND: [Special educational needs and disability \(SEND\) - Surrey County Council \(surreycc.gov.uk\)](https://www.surreycc.gov.uk/special-educational-needs)

Allocation of places for September 2022

The 2022 published admission number (PAN) for this school was 90, with the total number of places offered in Reception 2022 also being 90.



SCHOOL UNIFORM

We take pride in all of our children wearing school uniform which encourages a sense of belonging and develops skills for lifelong learning and employment. School uniform is available for purchase from TESCO on-line and "School Uniform Direct" at 23, High Street, Staines, TW18 4QY Tel no: 01784 454517. Items other than ties and school badges can be purchased from local shops or department stores.



Winter uniform

Summer uniform

WINTER UNIFORM (After October half-term)	<ul style="list-style-type: none"> • Red school jumper, sweatshirt or cardigan. • White shirt or blouse with school tie. • Reception children are asked to wear a white polo shirt with no tie. • Mid-grey skirt, mid-grey pinafore dress or mid-grey school trousers. • Black school shoes (trainers and boots are not acceptable.) • Grey or white plain socks. • Grey or red tights.
SUMMER UNIFORM (After Easter)	<ul style="list-style-type: none"> • Red school jumper or cardigan. • White shirt or blouse with school tie or white polo shirt. • Mid-grey skirt, mid-grey trousers, mid-grey shorts or red and white checked summer dress. (No cargo or sport style shorts). • Black school shoes, white or black sandals (no open toed sandals, kitten heels or "Vans"). • Grey or white plain socks.

PE KIT	<ul style="list-style-type: none"> • Red round neck T-shirt • Navy shorts • Plimsolls/trainers (suitable for outdoor use) • Plain dark track suit (Navy or black), with NO logos.

The Ashford Park red book bag is required in school every day, therefore please do not purchase a rucksack for your child to bring to school, as we do not have enough space to store them.

It is the school's expectation that parents and children support our school uniform policy. Children must not wear nail varnish, style their hair with gel, have tram lines (severe haircuts), or dye their hair. Hair that is at shoulder length or longer, must be tied back at all times with a plain band in school colours – grey, white, red, navy blue or black. This helps to prevent the spread of head lice and provides additional safety during physical activity. Jewellery such as earrings are actively discouraged and cannot be worn for PE. PLEASE save the wearing of jewellery and special hair styles for the 6 week summer holiday. The summer holiday provides a 6 week opportunity for ear piercing, which then allows your child to carefully remove their earrings for PE and physical activity at the start of the academic year. THANK YOU.



How can parents / carers be involved in school life?

Parents / carers are invited to help in school in a variety of activities and are welcome to volunteer to accompany school learning experiences and opportunities within the community.

If you are a parent / carer with coaching skills in any sport and could spare some time, we would be delighted to hear from you.

All parent / carer volunteers supporting in the school on a regular basis will need to undergo a DBS check and take part in an induction session before working with the children; whilst other adults volunteering on a one off basis, will need to undergo a risk assessment. This is to ensure the **safeguarding** of all children in our care at all times.

Our school website has some useful links to enable our parents/carers to be positively engaged with school life, for example, guidance for supporting in school, how to support on school trips and a useful code of conduct.

Helping at home

Parents can help their child just by taking an interest in school activities. Enjoy reading together, playing number games and gathering information to help with Home Learning. Working in partnership really shows a commitment to your child's learning and we thank you for your support.

PTA/ Friends of APPS

Ashford Park has a thriving Parent Teacher Association (PTA), which meets regularly to organise social and fundraising events. We are all automatically members of the PTA, and

through all our hard work we can contribute to the life of the school by raising large sums of money to enhance the resources available to the children.

Partnership with parents/carers

Parents/carers are always welcome at our school. We have many events where you can come in and discuss the learning that your child is taking part in, as well as speaking to school staff. We have regular class celebration of learning assemblies where the children share the outcomes of their learning with their families. Parents /carers are also welcome at other times to request mutually convenient appointment times to meet with the class teachers arranged through the school office.

We hold PTA coffee mornings for new Reception parents to provide the opportunity of meeting other parents/carers already at the school. We also hold events to support parents in helping their children with home learning e.g. Reception, year 1 and 2 Phonics / Reading and 'Meet the Teacher' drop in sessions. Throughout the year we open up an invitation to all parents/carers when consulting on and evaluating School Improvement Plan Priorities, to ensure that our school community opinions on school improvement are valued and represented. These priorities are also available on our school website.

Whenever possible we endeavour to provide a crèche facility for parents who wish to attend school meetings but have been unable to arrange appropriate childcare. In addition to the above there are termly parent / carer consultation sessions as well as parent / carer workshops to support you in being actively involved in your child's education positively in partnership with the school.

Parent Governors

Governors are a team made up of Staff, elected Parents/Carers and Associated Governors of the Community. Our governors have their own e.mail address: governors@ashford-park.surrey.sch.uk

Governors have responsibilities for the School Improvement Plan, Personnel, Policies, Complaints and the School Budget. Governors as a group, act as a critical friend who monitor and oversee the work of the school. Should you wish to contact the governors, the normal procedure would be by writing to the Clerk of Governors, Mrs Jill Sanders, c/o of the school. Our school governors monitor school improvement priorities through visiting the school with a specific focus, in addition to termly formal meetings. They also sit on sub committees such as Finance, Resources and Children & Learning. Governors are elected for a certain period of time and volunteers are sought for parent governors. Look out for the letters coming through Parent Mail and in your child's book bag.



Attendance (MAC = Making Attendance Count)

Children of statutory school age (term after they are 5 years old), are expected to attend school regularly and punctually. It is the government expectation that children are in school for 100% of the term time. Poor attendance always results in a lack of achievement at school and may raise safeguarding concerns.

What to do if your child is absent

Please ring the school office by 10am to report your child's absence, or e.mail: **parents@ashford-park.surrey.sch.uk**. An absence note should always follow on the day of return to school. Children should only be away from school if they have had sickness or diarrhoea, or similar childhood illnesses.

Exceptional leave of absence during term time

All holidays and occasional days off, taken during term time, will be recorded as unauthorised, unless permission has been granted by the head teacher for exceptional circumstances. Please ensure that, where possible, dental appointments etc. are taken after school hours.



Curriculum and Learning

We place great importance on learning and creating a learning community for children and adults. We are a highly inclusive school and endeavour to make sure that everyone can succeed in a place where they feel safe, happy and well. Our aim is to provide a dynamic, ambitious and innovative curriculum that challenges, excites and inspires our children to become successful and confident learners, who try their very best and achieve their very best. Our curriculum is designed to meet the needs of our children specifically through our school context.

Reception (EYFS) / Key Stage 1 and 2 Curriculum

We aim to provide a broad and well-balanced curriculum, which meets the needs of each child according to their age, ability and aptitude. Please find a link to the: [Statutory framework for the early years foundation stage \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/616222/statutory-framework-for-the-early-years-foundation-stage.pdf). Through curriculum mapping and thorough planning, we cover all aspects of the statutory National Curriculum: [The national curriculum in England - Framework document \(publishing.service.gov.uk\)](https://curriculum.ons.gov.uk/). Her Majesty's Inspectorate praised our school for being a very caring school, where there was clear leadership and management of a broad and balanced curriculum and that the school provides a stimulating learning environment.

Enrichment Activities

At Ashford Park we are passionate that learning will take place where possible through first hand experiences and we provide many opportunities for this to happen. School visits include trips into the local community, as well as further afield to visit galleries, museums and residential opportunities during the junior years to support curricular enjoyment. Throughout the year we invite theatre groups and visiting professionals to enrich our children's learning experiences and opportunities.

If any parent/carers finds difficulty in making the necessary contribution to an activity, they are invited to see the head teacher in confidence, as the school may be able to offer assistance in line with our Charging and Remissions Policy.

English

Reading and writing are essential life skills. In English lessons we actively promote the importance of vocabulary, language and literature in our lives. Phonics and reading are given a high profile and we encourage our children to choose and share high quality books from our structured reading scheme and our well-stocked school library containing exciting and engaging literature. The children are provided with many opportunities to use their reading skills across the curriculum. Our phonics teaching is delivered through 'Little Wandle, Letters and Sounds revised': <https://www.littlewandlelettersandsounds.org.uk> and our reading and writing is supported through the 'Literary Curriculum': [The Literary Curriculum](#).

We give due emphasis to presentation, grammar, handwriting and spelling in all subject areas.



Mathematics

We aim to promote mathematics as a useful tool for everyday life. It is important for tackling practical tasks and real-life problems. Mathematics is given a high profile and our children are encouraged to master, problem solve, broaden and reason. We place an emphasis on developing number skills and on developing the children's oral and mental ability with mathematics. Our children are encouraged to record and explain their work in a variety of ways, which clarifies their thinking and communicates this to others. Our teaching and learning of mathematics is supported through White Rose: [White Rose Maths | Free Maths Teaching Resources | CPD Training](#)

Relationships and Health Education

Formal Relationships Education forms an integral part of our Personal, Social, Health and Economic Education (PSHE) curriculum. It is taught within year groups through, discussion and multi-media, and as a comprehensive part of the science curriculum. In addition, children's questions outside of these lessons are answered sensitively and appropriately, according to the age and maturity of the child. Children are encouraged to discuss such questions with their parents/carers. Please find a link to the DfE with a useful parental guide: [Relationships, sex and health education: guides for parents - GOV.UK \(www.gov.uk\)](#)

Working through the 'Jigsaw' scheme of work, we carefully plan our teaching with the aim of preparing our children in developing healthy friendships and helping the children to really know and to value who they truly are and understand how they relate to other people in this ever-changing world. All material is available for parents to review before the programme is

taught; a letter will go out to parents inviting them to such a review at the appropriate time. Any parent who wishes to withdraw their child from Relationships Education has the right to do so, and should inform the class teacher of this decision, however, where the content falls under the science national curriculum, the learning is statutory. Jigsaw: [Primary and Secondary PSHE lessons fulfilling RSE | Jigsaw PSHE Ltd](#)



Religious Education (RE)

In RE, our children are taught about the main religions of the world, in order to promote tolerance and understanding of each other and to foster respect for the beliefs of others. RE is not used as a platform to promote one world religion above any other. At Ashford Park, we deliver RE via 'Discovery' which is an enquiry approach to learning.

NB: This subject is non-denominational in character, but parents may exercise their right to withdraw their child from RE lessons. Any parent who wishes their child to be withdrawn from RE lessons should contact the head teacher. Children withdrawn from RE lessons will work in another class for the duration of the lesson. Discovery: [Discovery RE Scheme Of Work | Discovery RE \(discoveryschemeofwork.com\)](#)



Assembly

Assemblies in our school are planned around our values based curriculum both in school and in the wider community. Sometimes assemblies will contain a theme which is more religious in character to prepare the children for life in school and in the wider community. We are obliged to have a daily act of worship which is broadly Christian-based, and our assemblies do reflect this. Occasionally, assemblies will be taken by ministers from local churches, and we also welcome visiting friends from the rich diversity of faith respected throughout the United Kingdom. Spiritual, moral, social and cultural learning, along with personal development, behaviour and welfare are taught through the 'Jigsaw' programme within everyday learning experiences. Please be advised that, as in our RE lessons, we do not actively promote one religion over any other. NB: Parents have the right to withdraw their child from assembly and should contact the Head teacher if this is the case. Children who do not attend assembly will work in another area of the school, supervised by a member of staff.

Music and Drama

Our children have the opportunity to sing as a choir and greatly enjoy singing with and to the local community, as well as welcoming our guests to the extremely popular PTA Christmas fair, usually held in late November. Year 2 have the opportunity to learn the recorder, Year 4 the ukulele and Year 6 produce and perform an end of school drama production in the summer term. Our children enjoy rich and varied musical opportunities through 'Charanga': [Charanga - Primary music curriculum, Secondary & Instrumental music](#) and [Surrey Arts - Surrey County Council \(surreycc.gov.uk\)](#). Surrey Arts also provide private music tuition held at our school, for the children to learn instruments such as the piano, violin and guitar if requested by the children and their families.



Modern Foreign Languages (MFL)

Our vision for teaching MFL is to broaden pupil's understanding of the world and developing strong, life-long linguistic skills. Lessons are structured to reinforce knowledge and give pupils the opportunity to practice, therefore embed key vocabulary. We teach French through 'Rigolo' and Spanish through 'La Jolie Ronde': [French & Spanish Language Resources for primary schools KS1, KS2, EYFS \(language-resources.co.uk\)](#) both of which follow the National Curriculum for MFL and make language-learning fun.



Physical Activity (PE)

Each year, all children experience elements of the areas of activity within the PE curriculum: games, gymnastics, dance, athletics, and outdoor & adventurous activities. Our staff are trained to teach PE through the 'Get Set 4 PE' curriculum programme: [Get Set 4 PE: Lesson Plans and Schemes of Work](#). In each area, within a general framework to ensure progression, children are encouraged to respond to challenges, express their ideas, and to develop and improve their skills and techniques. The children are taught skills in planning, performing and evaluating, with a strong emphasis placed upon co-operation, fair play and good sportsmanship. The children work closely with the 6 School Games values: Honesty, Passion, Determination, Self-Belief, Teamwork and Respect. Children are also taught to recognise the importance of rules, safety and assessing risk. It is our aim to promote participation in, and enjoyment of, physical activity and to achieve a healthy and active outlook on life and for this purpose, we employ our own specialist sports coach. Our children take part in the Surrey Cycling Bikeability and Pedals initiatives: [Bikeability cycle training - Surrey County Council \(surreycc.gov.uk\)](http://surreycc.gov.uk), and the Strider Walk to School initiative: [Walk to School | Living Streets](#). Throughout their time at school, our children will have the opportunity to represent the school at a number of different competitions and events. We also have good links with multiple sports clubs outside of school and these are emphasised through after school clubs.



Swimming

We believe that it is of the utmost importance that every child learns to swim as early as possible, as we are surrounded locally by rivers and reservoirs! All Year 3 and Year 4 children are given the opportunity to learn to swim.

Through our active curriculum, we were delighted to receive the GOLD Sports Mark: [Your School Games - School Games Mark](#) and as we have our own school minibuses, our children are provided with numerous opportunities to experience a significant number of sporting events across Surrey.



Fully Inclusive School

Ashford Park is an inclusive school and supports children with a variety of needs. We implement the Special Educational Needs Code of Practice and work in close partnership with parents to achieve the best for all of our children. In addition, and where necessary, reasonable adjustments are made to the provision to endeavour to meet the specific needs of individual children within our mainstream and specialist centre.

Our class teachers have the main responsibility for ensuring that the special educational needs of the children within their class are met. All staff have regular meetings with our Special Educational Needs Co-ordinator (SENCo) and Inclusion leader, to discuss pupil needs through provision mapping and attend where necessary locality team meetings where individual pupil support is discussed.

Acorn Centre (Specialist Centre): [Ashford Park Primary School - Special Educational Needs and The Acorn Centre \(ashford-park.surrey.sch.uk\)](#)

We have a Learning and Additional Needs / COIN centre, called the Acorn Centre, as a fully inclusive part of our school community. The centre provides specialist teaching of English, mathematics and life skills. The children who attend the centre are also mainstream appropriate and after receiving their specialist teaching, then return to their mainstream classes to apply their new knowledge and understanding, as part of our fully inclusive practice.

Currently, we have 21 children who receive part of their lifelong learning in our specialist centre. Due to the popularity of our SEN provision and expertise, there is an ever-increasing need for specialist primary places; therefore, the Acorn Centre will be undergoing building works to expand the premises, to enable specialist infant/EYFS & KS1 teaching provision. Specialist teachers and teaching assistants support children who have special needs and/or disabilities enabling the children to make secure physical and academic progress in a safe setting, whilst developing social skills alongside other children in the school. This purpose built centre provides specialist support within a mainstream setting for identified children with an Education and Health Care Plan (EHCP) from the Early Years (age 4-5 years), KS1 (age 5-7 years) and KS2 (7-11 years). The Acorn Centre admissions process means that places are only allocated through a specialist SEND admissions panel and NOT through the 'normal' Surrey admissions arrangements. [Surrey SEND Information and Services](#)

Accessibility

Our school is a single storey school. All areas of the building may be accessed by wheelchairs.



THRIVE / Pastoral Care and Behaviour for Learning

We are proud to be a THRIVE school, with five licensed THRIVE practitioners. We have a pastoral and behaviour lead, and all staff and families work together as part of the school community to support each and every child: [Home - The Thrive Approach to social and emotional wellbeing](#)

We expect good behaviour so that learning can effectively take place for all, enabling our children to thrive within our setting. Living with others, in work and play, is a skill for life therefore, working together is essential. We encourage self-discipline and our expectations are high.

Some children do at times misbehave – like all of us they are only human! As a school we have written our learning and teaching, pedagogy and behaviour for learning Policies, to support all in the consistent approach to supporting children who may demonstrate behaviour requiring guidance and support. Persistent misbehaviour is discussed with parents/carers and if necessary other professional services may be involved. Please be reminded that primary school is a place for children to learn and this includes learning to behave. Our children are supported further with their learning choices through the Smart School Council: [Smart School Councils](#), the Surrey Charter Mark: [Surrey anti-bullying Charter Mark - Surrey County Council \(surreycc.gov.uk\)](#) and 'Kidscape': [Help With Bullying \(kidscape.org.uk\)](#)

Whilst attending the school we hope to extend the responsibilities available to the children in order that they may gain in confidence and have a feeling of self-worth, such as Head Girl, Head Boy, Prefects, Sports Leaders, House Captains, Friendly Faces and membership of the Smart School Council.



Extended Services

KOOSA Kids run a breakfast and afterschool club, plus half term and school holiday clubs and are an external company.

KOOSA Kids Breakfast Club is open to all pupils who attend the school. The club runs daily for an hour before school providing children with breakfast and a calm but fun start to the day.

KOOSA Kids after school club runs until 6.00p.m each school evening, and also offers holiday club provision: [KOOSA Kids Holiday Clubs, After School Clubs & Breakfast Clubs](#)



Helping your Child

It is important to remember that children do not just learn at school, you are your child's most enduring educator.

Throughout school life it is important that there is a close, respectful and professional partnership between us all so that all of our expectations can be realised. Everyone is interested in the welfare and happiness of the children. We are happy at their successes both in and out of school and supportive at difficult times and we wish to work in partnership with you throughout your child's time with us at Ashford Park Primary School.



Finding out about School Life

We produce a weekly newsletter that informs parents/carers of school happenings. In our entrance hall there are booklets and information that may of interest to you, plus school notice boards at all prominent entrance and exit points. We have a school website www.ashford-park.surrey.sch.uk, a Twitter account @ashford_park and a specific e.mail address for any further communications: parents@ashford-park.surrey.sch.uk. We regularly enable parental engagement by sharing your child's experiences through a variety of celebrations including Marvellous Me and through letters and certificates posted to your home address. We are proud to hold the prestigious 'Parents In Partnership' and 'The Nurture Award' (Marilyn Hawes, 'Enough Abuse').

Please endeavour to book a mutually convenient appointment time to see our school in action, and to talk to the children and staff about what it is truly like to learn at Ashford Park Primary School.



