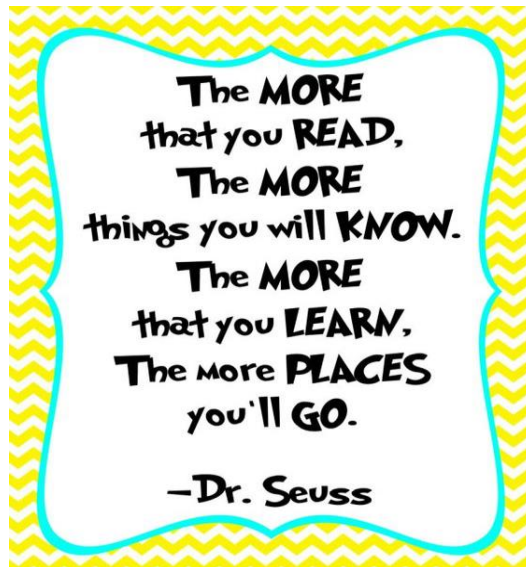




TEAM - Together Everyone Achieves More at Ashbrook Junior School



# WELCOME BROCHURE



Please note that the details contained in this booklet are accurate at the time of going to press but may be subject to change during or after the year in question



**TEAM - Together Everyone Achieves More at Ashbrook Junior School**





### **Ashbrook Junior School**

Our vision and values are at the core of everything we do. They underpin our teaching and learning and provide an environment which prepares our pupils as confident, happy citizens.

### **Vision Statement**

At Ashbrook Junior School, we believe that confident children are successful learners.

Opportunities to gain confidence are built into our curriculum and all successes are celebrated.

Through our knowledge-led curriculum, we work to develop our children's love of learning and their ambitions for the future.

We aspire for the children of our school to leave us as independent, knowledgeable and responsible citizens of Borrowash, Derbyshire and the World.

Ashbrook is a place for all: everyone belongs; everyone is valued; and everyone achieves.

### **Our School Values**

Our 6 school values are our 'Golden Threads' in all that we do at Ashbrook:

**Respect      Responsibility      Creativity      Kindness      Aspiration      Equality**

### **Motto**

**Together, Everyone, Achieves, More**

### **SCHOOL CHARTER**

We have 3 school rules that form our School Charter;

- I will take RESPONSIBILITY for my learning and behaviour.
- I will show RESPECT to myself, other and the environment.
- I will always show KINDNESS.

### **At Wet breaks**

You can .....

- Play games that you have in the classroom (eg draughts)
- Draw pictures or play word games—there should be plenty of "spare paper" in your class
- Finish off any work
- Read
- Sit and talk

### **Remember**

Be sensible and be safe

- During wet breaks your teacher will be in your classroom with you
- During wet lunch times the midday supervisors will look after you



We are part of Transform Trust, a multi academy trust based in the East Midlands.  
<http://www.transformtrust.co.uk>

### **MEET THE CURRENT STAFF**

#### **Interim Headteacher**

Mrs L Clark

#### **Deputy Headteacher**

Mrs B Johnstone (SENCo)

#### **Teaching Staff**

Mr C Bakewell

Miss R Carr

Mr S Huntingdon

Miss L Richards

Mrs T Sansom

Teacher Vacancy

Teacher Vacancy 0.4

#### **School Office Manager**

Mrs S McKie

#### **Office Admin**

Mrs L Priestly

#### **Teaching Assistants**

Mrs B Delay, Mrs J Anderton, Mrs M Morecroft, Mrs K Ward, Mrs K Venkatesh, Mrs P Laing, 2 x vacancies

#### **Attendance & Safeguarding Officer**

Mrs C Thompson

#### **Site Manager**

Mr A Simmons

#### **Cleaners**

Mr G Kimber, Miss N Wheldon, Ms S Bull

#### **Mid-day Supervisors**

Mrs L Dodsley, Miss N Wheldon, Miss S Eyre, Mrs V Roberts, Miss A Mirza, Miss K Johnson



### **ORGANISATION FOR 2023/24**

There are approximately 171 children on roll. This number may fluctuate throughout the year as families move in and out of the area.

This academic year we will have:

- Two Year 3 Classes – Mrs Johnstone & Miss Carr
- Two Year 4 Classes – Miss Richards & New Teacher
- Two Year 5 Classes – Mr Bakewell & Mrs Sansom
- One Year 6 Classes – Mr Huntingdon

### **ALL ABOUT THE SCHOOL DAY**

***Our school day would look like this, but please be aware that this may change to accommodate necessary amendments.***

8.30am	Pedestrian Gate opens
8.45am	Children arrive in school via the classroom fire exit
8.55am	Registration (all pupils must be in school by this time)
	If your child arrives after this time, they must be accompanied to the main school entrance, and signed in the late book by an adult.
9.00am	Pedestrian Gate Closed
9.15am	Registers close – <u>any child arriving after this will be marked as unauthorised</u>
10.15 - 10.30am	Morning break
12.00 - 1.00pm	Lunch time
1.10pm	Afternoon Registration
3.25pm	End of the school day



### **OUR LUNCH TIMES**

School dinners are cooked on the premises. A cooked dinner represents excellent value for money and costs £2.44 per day. Children are given the option of taking a school meal every day or on days of their choice. We are now a cashless school and all dinner monies need to be paid via ParentPay. You will be issued with your unique login to this service once your child has started at Ashbrook Junior School.

Children order what they would like to eat each day by telling their class teacher at registration. They can order either the main meal or the vegetarian option, or they can order a jacket potato, a sandwich or a wrap of their choice.

Provision is made for children to bring their own sandwich meals. Please do not send glass bottles or cans of drink. Children may bring plastic flasks. If children forget, lose or spill sandwich meals we shall endeavour to contact parents. If we are unable to do so, a school meal will be provided and payment requested the next day. Supervision of children at school during the lunch break is undertaken by the Headteacher, Deputy Head and six Midday Supervisors.

We expect good manners and sensible behaviour during lunch times. The safety and care of your child is paramount to us at all times.

### **OUR HEALTHY TUCK POLICY**

Tuck is allowed in the school but it is to be eaten at break times and wrappers are to be placed in the waste bins.

At the request of the School Parliament, we encourage you to provide your child with a healthy snack such as fruit, vegetables, or a cereal bar on **Monday** through to **Thursday** and allow 'free choice' on Fridays. This means that children are allowed to bring a small 'treat-sized' snack on a Friday if you wish. We thank you for your support in this matter and feel it is important that we encourage the children to make sensible choices about healthy lifestyles.

### **CHEWING GUM AND BUBBLE GUM MUST NOT BE BROUGHT INTO SCHOOL**

We also encourage every child to bring a water bottle to school as drinking water is very important in ensuring their brain keeps hydrated. Please support us by ensuring your child brings their water bottle everyday and that it is clearly labelled with their FULL name.

### **DAILY MILK**

We are able to provide your child with a small carton of fresh milk on a daily basis. This is charged at a subsidised price of around £16 per term, although this is free for those children eligible for Free School Meals. Applications and payment can be made directly through the Cool Milk website: <https://www.coolmilk.com>



### **SCHOOL UNIFORM**

We wear a school uniform to show that we are all part of the same team. Uniform is an expectation, so please ensure your child is dressed correctly for school.

#### **School Uniform (all named)**

- Grey, black or navy trousers or skirt
- Royal blue sweatshirt/cardigan bearing the school logo
- Plain royal blue cardigan/jumper
- Plain white shirt/blouse/polo shirt
- Polo shirt bearing the school logo
- Sensible shoes/sandals, any dark colour (preferably black)
- Pair of wellington boots so that children can take part in outdoor activities whatever the weather
- **NO trainers or shoes/boots with high heels**

#### **PE Kit (all named)**

The following clothing will be needed for P.E.

- White T-shirt and navy or black shorts (football strips are not allowed)
- Plimsolls for indoor activities
- Trainers for outdoor activities only
- During cold weather a school sweatshirt, track suit or pullover will also be needed (in school colours only please)
- A swimsuit (football or Bermuda shorts are not allowed) and a towel will be required for swimming lessons that take place in Year 6.

**These should be brought to school in a PE bag with your child's name clearly marked on it. Although the children do PE on specific days, we ask that children have their kit in school every day.**

**We ask that ALL clothing, shoes and coats be clearly labelled with the child's name – not just their initials.**

The supplier of our branded sweatshirts and cardigans is:-

- Uniformity, 21-23 Nottingham Road, Borrowash – [www.uniformity.co.uk](http://www.uniformity.co.uk)

Please note – black jumpers/cardigans are NOT acceptable as they are not approved by the Governors.

In bad weather, if your child wears wellingtons, please provide alternative footwear for use in school such as school shoes. We do encourage the children to go out in the snow but operate a 'wellingtons only' policy to ensure the children keep dry.



### **LOST PROPERTY**

We make every effort to return lost items to their owners. If items cannot be identified they are placed in the PE store room which is off the school hall. Please feel free to check this if your child has lost or misplaced something. However please note that at the end of every academic year, all lost property will be disposed of.

### **EARRINGS**

The wearing of jewellery is not encouraged in the school for safety reasons. Earrings particularly can cause problems. Children whose ears have just been pierced may wear **one small stud** earring but under no circumstances may they wear other styles because they are too dangerous in play situations. Studs should be removed for PE lessons. If they cannot be removed, micro-pore tape should be supplied from home to cover any earrings, for safety reasons.

If teachers consider that jewellery, which cannot be removed safely, is a risk to the health of either the pupil or themselves or other pupils then the child will sit out the lesson.

Members of staff do not take responsibility for watches, earrings, rings and other jewellery when removed for PE. These items should be stored in the child's bag.

### **HAIR**

Whilst this is not normally a problem, we do wish to point out that 'Mohican' style hair or excessively spikey hair is not acceptable and children will be asked to flatten their hair down. Also, we do not permit children to have **'tram' lines** shaved into their hair or extreme coloured hairstyles.

We encourage children with long hair to have it tied up to prevent the spread of head lice. Also, children with long hair must ensure they have something to tie it back with for all PE lessons.

### **NAIL VARNISH**

We ask that all nail varnish is removed prior to coming to school on a Monday morning. Children will be asked to go to the office to get their nail varnish removed if they forget.

We would also like to point out that false nails or gel nail varnish is not permitted as part of our uniform policy, parents will be contacted and asked to arrange for false nails and/or gel varnish is removed for the next school day.

### **MOBILE PHONES**

It is school policy that children are **NOT** to bring mobile phones and/or tablets into school. Should a child need to do so this must be discussed and agreed with the Headteacher. The mobile phone/tablet **MUST** then be switched off and kept in the school office from the start of the day and collected at the end of the day by the pupil.

Should a mobile phone/tablet be found on a pupil it will be confiscated immediately and the pupil's parent will be contacted as the item will then need to be collected by the parent.





### **HOME TO SCHOOL COMMUNICATION**

We understand that parents/carers are all busy people and do not always have the time to pop into school to discuss matters with the class teacher and that as children move from the Infant School to the Junior School you try to encourage your child to be more independent. We use Class Dojo as a way of sending messages between parents/carers and the class teacher, and is also the primary means of communication to parents from the office.

**Class Dojo** is a secure online program allowing parents/carers and children to keep up to date with what is happening in their class, and to share their successes. Dojo points are awarded to children by members of staff and these are collated online. There is also a private section on Class Dojo which enables you to communicate directly with your child's class teacher. During the school week, we will only respond, when possible, between 8am and 5pm. You will be issued with personal log in details.

**Newsletter** is posted on our school website and Class Dojo on a weekly basis. Paper copies can be requested at the school office.

We also have a twitter account (@AshbrookJunior) which is updated regularly.

**Website** - [www.ashbrook-jun.derbyshire.sch.uk](http://www.ashbrook-jun.derbyshire.sch.uk)

Take a look at our new website, you will find lots of information about school life.

### **PERSONAL DEVELOPMENT**

Please see website for up to date information.

### **EXTRA-CURRICULAR CLUBS AND ACTIVITIES**

In addition to the school curriculum, we aim to provide a range of extra-curricular clubs and activities. At present, these include PACE Ball club, Dodgeball club, Girls lunchtime football club, and a football club. During the year we aim to offer a variety of free after school clubs that are run by the local School Sports Partnership and these are funded by the School Sports funding. We also aim to participate in local activities and tournaments whenever the opportunity arises. Our road safety and travel plan work is also an important part of our school, and we offer pedestrian skills training, scooter training as well as bikeability courses. Residential visits are undertaken. The visits include a variety of educational experiences including outdoor/adventurous activities which cannot be provided on-site.

<http://www.kingswood.co.uk/centres/dearne-valley/>

<http://www.erewashschoolsport.co.uk/directory/ashbrook-junior-school/>

<https://bikeability.dft.gov.uk/>



### **OUR EDUCATIONAL VISITS**

We aim to enrich the curriculum with a range of educational visits, both local and those which involve coach travel.

The school's governing body will afford the opportunity for educational visits *as constrained within National and Local Curriculum Policies and Resources*, both day and residential, and will enable teachers, support staff and children to work in an environment outside their normal classroom, which will allow the children to develop social skills and interact without many of the normal constraints. If such visits are arranged, then a voluntary contribution will be requested from parents, to enable the activity to take place. All school visits are subject to risk assessments and appropriate approval for each trip is sought in line with LA and Transform Trust guidance.

### **FOREST SCHOOL**

We have a trained Forest School Leader and a designated Forest School area within the school grounds. All children will be given an opportunity to take part in forest school lessons during the academic year.

### **SPECIAL NEEDS**

At Ashbrook Junior School we are concerned with meeting the needs of all children. We aim to provide effective support for children with special educational needs, ensuring that all children have access to the full curriculum provided by the school and are fully included in the school community. Support will be given at the earliest opportunity with pupils and their parents/carers involved in decisions. All staff are committed to and responsible for removing barriers to learning and ensuring progression. Emphasis will be upon maintaining high levels of self-esteem so that all children achieve their full potential.

The effectiveness of provision for pupils with special educational needs will be monitored and evaluated on an annual basis. We recognise that provision for pupils with special educational needs is a matter for the school as a whole and for which all staff have a responsibility.

At any time during Key Stage 2, where a teacher becomes concerned about a child's performance, an assessment will be undertaken and an appropriate plan of action created if necessary, in the form of an Inclusion Passport. This is an individual education plan to support your child with the particular additional support that is needed.

At all times parents are involved in the decisions being made on behalf of their children, as cooperation between all those involved with the child is essential in ensuring that appropriate support is given.

Targets will then be set and reviewed for the following term. If progress is a cause for concern an appointment may be made to see the Educational Psychologist and further assessments may be carried out. The Educational Psychologist may recommend that applications be made for additional support. If this is the case, we will guide you through the process.

Some children may need support from other agencies, such as the Speech and Language Therapist or the Support Service for Special Educational Needs.



### **READING AT ASHBROOK JUNIOR SCHOOL**

At Ashbrook Junior School we aim for children to develop a love of reading; be fluent, independent and confident to comprehend what they read. We recognise that learning to read is fundamental for all aspects of the school curriculum. We hope that, along with competent comprehension skills, children will leave our school with a love of reading which will last for life.

At Key Stage 2, we start to look in depth at texts. It is important that children can read fluently and that they understand what they are reading. Children are taught to understand more about the author's craft—why they structure texts in particular ways, and why particular pieces of language are chosen. Reading is taught as a 'whole class reading' approach, however guided group and individual reading takes place as needed. There is a clear focus on vocabulary so that children are able to comprehend what they are reading.

Support is given to help children to continue with their:

- Phonics (sounds and spelling)
- Grammatical knowledge
- Knowledge of punctuation
- Word recognition and graphic knowledge
- Knowledge of context
- Knowledge of spoken language

As you will be aware, all children develop skills at different stages and times and some children may need more support. Where children are still in the early stages of developing the reading skills outlined above, they are supported in this development through classroom teaching and additional small group work.

Children are expected to read to an adult at home three times per week. This should be recorded in their Reading Record.

### **ADDITIONAL SUPPORT FOR READING**

Phonics groups, high frequency word recognition and fluency support are given to children who need this help. We read to the children regularly, choosing quality fiction texts from our 'reading spine' so that children have exposure to a full range of texts. We take every opportunity to read across the curriculum so that children are able to develop their understanding, fluency and vocabulary.

### **PARENT VOLUNTEERS IN SCHOOL**

We encourage parents/carers to help with the learning in school. Parents/carers can become volunteers at any time, and remain a volunteer when your child moves onto secondary school. If you are interested in becoming a parent volunteer, please contact the school.

Parents who help in school agree times and what they will be doing with the class teacher. When helping, parents/carers are asked to sign in via the Sign In App iPad in the reception foyer. All volunteers will be made aware of our child protection procedures. The activities in which parents participate include sewing, cookery, pottery, computing, listening to children read, repairing books,



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accompanying school visits, safety spotting at swimming lessons and so on. We would be delighted to have your help if you can spare the time.

As part of our on-going safeguarding, a risk assessment would need to be undertaken so that all volunteers fully understand their role and are up to date with our safeguarding policies.

All volunteers are required to have a DBS check done, prior to helping in school.

### **OUR PARENTS AND FRIENDS ASSOCIATION (PFA)**

We have a flourishing Parents and Friends Association which promotes both fund raising and social events during the school year with the aim of bringing together home and school in activities which are mutually beneficial. During the past few years funds have been raised to buy reading books, staging, new shelving in the library, outdoor tables and benches and our fabulous trim trail in the playground. Money has also been given to support educational visits. The children and teachers are very grateful to the PFA for helping to improve the working environment. If you are interested in being part of the PFA please let the school know. All offers of help are most welcome.

### **ACTIVITY MONEY**

We ask for parents to donate 50p per week to help support a range of activities in school, which can be paid via ParentPay. This could be having a theatre group in, buying art materials for a permanent display (see our anti bullying tile display in the main hall), having specialists in to support curriculum areas and so on. This money is voluntary but invaluable in supporting the curriculum and we thank you for this.

### **PARKING AT ASHBROOK**

For the safety of all the children at Ashbrook Infant and Junior Schools, we ask you to make sure that your children enter and leave the site via the pedestrian path which has been specially provided for the purpose.

Please do not drive into the car park when bringing children to school or collecting them at the end of the day. Parents are asked to park away from the road entrance to minimise the danger to children entering and leaving the premises.

Any parent, who for personal reasons, needs to drive into the car park to bring or collect their child, can contact the school office to apply for a parking permit. These will be allocated at the discretion of the Headteacher and if you are in receipt of a blue disability badge.

### **DIVERSITY**

Positive steps are taken in the delivery of the curriculum to reflect our present multi-cultural society. This ensures genuine equality of educational experiences for all pupils of all gender identities, all ethnic groups and cultural backgrounds. We actively work to ensure that all members of our community are represented and feel a sense of belonging at Ashbrook Junior School.



## **POSITIVE BEHAVIOUR POLICY**

At Ashbrook Junior School we endeavour to create a safe and stimulating environment where everyone knows that they are all valued. We have high standards in achievement and behaviour underpinned by the values of our school. We will provide an educational and social experience to meet the learning and emotional needs of all our pupils within the framework of a caring, supportive and structured environment. Pupils will be helped to develop their individual potential for growth, self-worth and self-control through experiencing clear and consistent guidance and support on appropriate ways of behaving appropriately in different social contexts. Our perspective is to empathise, understand and act to ensure every pupil's emotions and state of well-being allows their behaviour to align within the appropriate conduct in our school and the outside world.

## **REWARDS**

Our reward system acknowledges and celebrates academic and pastoral achievements, and positive behaviours. Positive recognition motivates pupils to observe our 'School Charter' and reach their full potential. Our focus is on:

- **Positive** achievements and behaviours.
- Raising self-esteem.
- Creating a **positive** learning environment.

The rewards we operate are:

**Reward Time (20 minutes)** – pupils must achieve 80% positive Class Dojo points across the week. Class teachers will decide on what **structured educational activity** will be set during the Reward Time e.g. PE, art etc. Pupils who have not made Reward Time will accompany the class with the teacher and complete and appropriate educational task.

**Star of the Day** – each class teacher will select **one pupil** each day who they feel they would like to highlight their positive achievements or positive behaviour. This pupil will be given the opportunity to wear the Star of the Day sash.

### **Living our School Values Assembly – Friday at 2.45pm parents/carers invited**

- A Values certificate will be awarded to **two** pupils per class. Values pupils will be introduced by the class teacher and the teacher will share their achievement with the assembly. Pupils will receive a quality values certificate.
- Attendance for each class will be celebrated at Values Assembly every week.

**Head Teacher Award** – pupils who have made any standing achievement can be sent to the Head Teacher to celebrate their success. Achievements can be in many forms e.g. a piece of outstanding work, improvement in behaviour, living our school values.



### **RESTORATIVE JUSTICE (RJ)**

Restorative Justice (RJ) creates a supportive culture where all those affected by an incident are involved in finding a mutually acceptable way forward. When providing this support, we must always remember we want **restitution not retribution and reconciliation not revenge**. RJ allows opportunities for pupils to reflect on, take responsibility for and learn from their own behaviours. During reflection pupils will be encouraged to think about:

- How has your behaviour affected others?
- What could you have done differently?
- How can you make amends/move forward?

### **MEDICINES**

On occasions children will return to school having to complete a course of medicine. Your GP will advise you when it is safe to do this. If this is the case please complete a form of instruction. We are not allowed to give any medicine without WRITTEN CONSENT. Most medications that are administered three times a day can be given out of school hours. Once again, your GP will advise you. **We can only administer prescribed medicines**. Children who may need to use an inhaler during the school day should have them labelled clearly with the child's name. Normally they will be kept in the school office unless your GP advises otherwise.

### **PASTORAL CARE**

As part of developing a caring environment all staff get to know the children very well and develop appropriate relationships. We will care for your child to the best of our ability but, if you feel your child has a problem or you feel there is something we ought to know about, then please come and talk to us. We will listen, as it is in the best interests of your child and we will treat anything you tell us with respect and confidentiality. We cannot act upon things we do not know about!

### **COMPLAINTS**

If parents have a complaint about their child's schooling, including complaints about the school curriculum, religious education or collective education, they should first raise this with the class teacher. It is expected that the vast majority of questions or anxieties can be dealt with in this way. However, there is a special procedure for dealing with complaints which is detailed on our website.

### **CONTACTING PARENTS**

In an emergency, our primary means of contacting parents will be by phone. It is really important that our records are kept up to date with current mobile phone numbers. We also use Class Dojo to contact parents and to send out letters, newsletters and reminders. We have found the service an excellent way of communicating as well as using the other avenues such as email and our school website.

A newsletter is produced every week and this is also distributed via Class Dojo and uploaded to the website. Paper copies of the newsletter and other letters are available in the main entrance.

### **CHILD PROTECTION AND SAFEGUARDING.**

Parents should be aware that the school takes the safeguarding of its pupils very seriously and we will take any reasonable action to ensure the safety of its pupils. In cases where the school has



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reason to be concerned that a child may be subject to ill treatment, neglect or other forms of abuse, staff have a legal duty to follow County Child Protection Procedures and inform Social Services of their concern. Please see our website for further information regarding this.

We also produce regular safeguarding newsletter to update you with important information. We believe that safeguarding is 'everyone's business' and will work with our community and other agencies to keep children safe.

### **END OF DAY ARRANGEMENTS**

As we continue to review our safeguarding procedures to ensure your child's safety at all times we do request that you provide Ashbrook Junior School with the names of any persons authorised to collect your child as well as what the arrangements are at of a school day. For example: C = collected, W = authorised to walk home alone, T = Tigers After School Club.

A form is to be completed and returned within the Admissions Booklet at the start of your child's time with Ashbrook Junior School. Please notify the school office of any and all variations to the arrangements in writing either by Dojo or email as soon as possible.

### **ACCIDENTS AND ILLNESS**

From time to time children are ill and accidents occur. There may be occasions when we need to contact parents. We ask all parents of new children to complete and return the admissions booklet as soon as possible. We ask that we have **at least two** emergency contact numbers.

**PLEASE NOTIFY US AS SOON AS POSSIBLE OF ANY CHANGES OF ADDRESS, TELEPHONE NUMBERS OR PLACES OF EMPLOYMENT TO AVOID ANY POSSIBLE DELAY IN CONTACTING YOU AND INCREASING THE DISTRESS TO YOUR CHILD.**

If your child is absent due to illness or is unable to attend school we ask that parents/carers notify the school office by **9.25am**. If no contact is made with the office, you will receive a phone call, followed up by a Dojo message to ask why your child is absent. Home visits may also be made if we have not heard from you and we are concerned about your child's welfare.

### **ATTENDANCE**

Regular and punctual attendance is essential if your child is to gain the most from our teaching. Normally, illness should be the only reason for absence. If a child has to be taken out of school for medical or dental treatment, a note is required beforehand. Parents must report to the school office and your child will be collected from the classroom by the office staff. For their own safety children are not allowed to meet parents at the school gate on Victoria Avenue. Preferably, these appointments should be made outside school time where possible.

Every absence from school must now be accounted for legally, and every absence must be recorded as authorised or unauthorised. This information is monitored by school, the Attendance & Safeguarding Officer, Transform Trust and then passed on to the DfE (Department for Education).

Unfortunately, shopping days or days out to theme parks and such, are not considered essential by law and will be recorded as an unauthorised absence.





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Improving attendance is a priority at Ashbrook Junior School and attendance is monitored on an ongoing basis. Each half term you will receive information about your child's attendance, if it is under 96%.

If a child is to have the best possible chance of success at school, it is essential they reach an attendance record of at least of 96%. It is our goal to get as many of our pupils as possible to achieve this, and therefore have the best start in life they can, alongside improved well-being.

We are aware there are many genuine and necessary reasons for children to miss school occasionally, particularly in the case of illness and medical emergencies. However, we would encourage you to try to make routine medical appointments outside of school hours. Please could we also ask that you notify school at the start of every absence, and to ask school for help if you need any support in improving your child's attendance during the coming half term.

### **APPLICATION BY PARENTS FOR EXCEPTIONAL LEAVE**

Family holidays taken during term time will only hinder your child's progress. If, however, this is unavoidable, then you may apply for exceptional leave. You will need to complete a form in advance of the proposed leave of absence, and the Headteacher will determine if the leave is authorised or not. An exceptional leave form can be obtained from the school office.

I wish to draw your attention to the current Government guidelines regarding exceptional leave from school:

The Department for Education expects schools and local authorities to promote good attendance and reduce absences, including persistent absence. This is because we know that missing out on lessons leaves children/young people vulnerable to falling behind. Children/young people with poor attendance tend to achieve less in both primary and secondary schools. As a school we work incredibly hard to support all children/young people and their families so as to ensure that all children/young people have good attendance.

The guidelines state that Headteachers **may not grant any leave of absence for holidays during the term time unless there are exceptional circumstances**; in these cases it is the Headteacher who determines the number of days a child can be away from school if the leave is granted. As a consequence of these changes we will no longer be able to approve requests for leave of absence for reasons that are not considered to be special or exceptional such as:

- Availability of cheap holidays and cheap travel arrangements
- Days overlapping with beginning or end of term

In September 2013 the Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances. These regulations also state that holidays cannot be authorised retrospectively.

Any requests should be on an official school absence request form and handed into the school office for consideration prior to any holiday/leave arrangements being made.





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You may be issued with Penalty Notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444(1) of the Education Act 1996.

Parents needing leave of absence for **exceptional circumstances** should complete a form **at least two weeks** before the anticipated start date. The reason for the request should be given in detail. Applications should be made before the leave is arranged as absences will not be granted retrospectively.

I would like to remind parents that this is Government policy and parents who take their children on holiday without permission will incur unauthorised absences for their child. These remain on the child's record and will be monitored for further action by the Education Welfare Service. Parents could be issued with a fixed penalty notice and/or court action. Please think very carefully about requesting leave for exceptional circumstances and **be aware that general holiday requests will not be granted.**

### **FAMILY SUPPORT**

Mrs Thompson, our Attendance & Safeguarding Officer, is in school Monday to Thursday every week.

Mrs Thompson is here to help, support and advise. This could be support for you or your child around emotional well-being, behaviour, sleep etc. It may be there are external issues you may be dealt with that is affecting your family life.

Or it could be that you are concerned about another child or family and you are unsure who to talk to or what to do.

It is often necessary for her to spend some time with your child as part of the support you ask for but this isn't always the case and this is something that can be talked about together as part of a plan. Mrs Thompson is also the worker in school who may support you if you have support from other agencies such as the School Nursing Team, Social Care or a Paediatrician. She will also be that contact if there are concerns around your child's attendance and/or safeguarding and you need help to improve this.

Mrs Thompson doesn't have all the answers but she is able to work through things with you to help find a solution whether it is on her own with you or with other professionals to help form part of a package of support for your family. Other professionals may include a Family Worker from Early Help Services who will help her to provide the right support for your family at an early stage before the need increases for longer term support because sometimes accessing help for a small issue can often make a big difference.

The links below provide you with information about what this could look like if we work with other agencies to help make things better for your child:

<https://www.derbyshire.gov.uk/social-health/children-and-families/children-and-family-services.aspx#>



**TEAM - Together Everyone Achieves More at Ashbrook Junior School**



<https://www.derbyshire.gov.uk/social-health/children-and-families/support-for-families/support-for-families-and-early-help.aspx>

Sometimes we all need a little bit of help with family life and there are many difficulties that are common across all types of families. Accessing support when you need it will benefit you and your family in the long term to ensure your children thrive when they are learning at Ashbrook Junior School and you can then feel much better about yourself and family life when things improve.

You can call the school to arrange an appointment with Mrs Thompson or pop in to reception. Mrs Thompson is also available on Class Dojo so you can message her privately if you need to.

### **DATA PROTECTION AND GDPR**

Basic information about our pupils is held on our computer system to assist with the efficient organisation of the school and the individual's educational needs. Security measures are taken to ensure that the information is kept confidential and is only available to authorised staff. It may be used for statistical purposes but this will not enable any individual to be identified. The school and the County Council have registered with the Data Protection Registrar details of persons to whom they wish to disclose information. By law, under the provisions of the Data Protection Act 1984, information may only be disclosed to other persons in accordance with this registration. The school is registered to disclose personal information to: - Family, Guardians, Doctors, Dentists, other Health Advisers, Departments of Education and Science and the Local Education Authority.

It is the policy of the Governors and Transform Trust that such information is confidential and that, even where a need to disclose information has been registered, it will only be divulged in exceptional circumstances and will be kept to the minimum necessary to achieve the purpose. This policy is of course, subject to any law which imposes a duty of disclosure on the Governors or Transform Trust.

Pupils may also use computers in the classroom as part of their education but they do not have access to the personal information records.

If you are concerned about any aspect of personal information please contact the Headteacher in the first instance or the Trust's Data Protection Officer (DPO)

Transform Trust  
Unit 11, Castlebridge Office Village  
Kirtley Drive  
Nottingham, NG7 1LD

Email:- [dataprotection@transformtrust.co.uk](mailto:dataprotection@transformtrust.co.uk).



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#### **CONTACTING US**

If you would like to speak to your child's class teacher, the best way is to send a message on Class Dojo.

Ashbrook Junior School  
Victoria Avenue  
Borrowash  
Derby  
DE72 3HF

<https://www.ashbrook-jun.derbyshire.sch.uk>

[info@ashbrook-jun.derbyshire.sch.uk](mailto:info@ashbrook-jun.derbyshire.sch.uk)

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