



Ashdon Primary School Prospectus



2026-2027



Address: Ashdon Community Primary School
Bartlow Road
Ashdon
Essex
CB10 2HB

Telephone: 01799 584219

E-mail: admin@ashdon.essex.sch.uk

Website: www.ashdon.essex.sch.uk

Please note that our grounds and school are a smoke-free zone, so when you visit us, we ask that you refrain from smoking; this includes e-cigarettes/vapes.



Other than Jaffle, our school reading and wellbeing dog, and any assistance dogs, we ask that dogs are not brought onto our grounds or into school.



The information contained in this prospectus relates to the school year indicated on the front cover and is correct at the time of publication. We will endeavour to make sure that any necessary changes that arise during the school year are communicated to parents as soon as possible.

**No dogs except
assistance
dogs**

Welcome

Welcome to Ashdon Primary School. The main building of the school, which houses the hall, a classroom and computing suite, dates from the Victorian era. Of course, much has changed since then, and all three of our classes are now taught within the main building.

Ashdon Primary School is a very special place, with a distinctive vision and we have a commitment to the pursuit of excellence, in all that we do. Having worked in a range of schools over two decades, I am so very proud of our school, staffed by an excellent team of dedicated teachers, support staff, as well as our enthusiastic and tenacious pupils. All of these components come together to create a lively and engaging atmosphere in which to teach, learn and support. We are privileged to add to this our supportive parents and engaged governors. Our school has a community feel where we are all working together to make our school a truly special place.

High expectations and determination for teaching and learning permeate all that we do; this is the heartbeat of our school. Our Ashdon values are at the centre of our school: Challenge, Care and Celebrate. We also teach, value and model other important aspects that are priceless in our pupils' lives. These are: Friendship, Thankfulness, Truthfulness, Trust, Forgiveness, Respect, Admiration and Responsibility. Our school rules are the 4Rs – Ready, Respectful, Responsible and Resilient – and they are the language we use with pupils every day.

Our pupils are keen to learn and to be involved in the running of our school. A walk through the school affords you an insight into their amazing artwork and other achievements. Their views are expressed and shared via our pupil voice opportunities e.g. student council, surveys, reflection assemblies and our 'open door' approach in school.

Ashdon Primary currently has an intake of up to 15 children in each year group, so we can take a maximum of 105 pupils. I hope you find this prospectus useful and informative. Our website also provides a great deal of information about the school; however, if you wish to know more, please do not hesitate to contact me or come and see the school in action for yourself. I hope to welcome you to Ashdon Primary in the near future.

Kind regards,



Mrs Reynecke-
Headteacher

Vision

Ashdon School is a caring community. We recognise and celebrate that everyone is an individual and we value and respect them as such. We aim to provide an enriched curriculum and environment that excites and stimulates our pupils in their learning and challenges them in their thinking. Through our teaching and the experiences that we offer, we provide our pupils with every opportunity to be who they want to be in their future.

As a community, we welcome the work and support of our families, other professionals and services so that we can nurture and educate our pupils in a holistic way, ensuring a combination of academic, social and emotional learning. We enable our pupils to be confident, independent, happy and successful young people, prepared and ready to embark upon the next stage of their learning journey.

Ashdon School **challenges** pupils, **celebrates** pupils and **cares** for pupils.



Ofsted

Our most recent Ofsted inspection was in December 2022, when we maintained our “Good” judgement in all areas. Ofsted now uses report cards rather than single-word grades, and our judgement stands. The inspector praised:

- Ashdon Primary School is a place with a distinct **family feel**. It is a **warm and welcoming** place for pupils to learn and make friends.
- Pupils appreciate the way that the adults want them to work hard and achieve well. They say their teachers help them to improve their writing.
- Leaders and teachers have designed a **curriculum that is interesting, inspiring, broad and ambitious**.
- **Pupils with SEND flourish**. Leaders are quick to identify pupils’ needs and set them ambitious, achievable academic targets. Staff carefully adapt the support they offer each pupil in lessons. They do this with **warmth and patience**, having taken the time to get to know the pupils and their parents. This helps pupils with SEND get the best out of their learning experiences.

The full report can be downloaded from our website.

<https://files.ofsted.gov.uk/v1/file/50206935>

Results

This data is from 2025-2026. National averages for 2025-2026 are not published by the Department for Education until the end of December 2026.

Reception Early Learning Goal	Ashdon pupils meeting Good Level of Development	National pupils meeting Good Level of Development
2025-2026	78%	Dec 2026

Year 1 Phonics Screening Check	Ashdon pupils working at expectations	National pupils working at expectations
2025-2026	100%	Dec 2026

Year 6 SATs Outcomes 2025-2026

Ashdon is a small school and our year groups are small – our most recent Year 6 cohort numbered four pupils. At that size, a single child moves any percentage by twenty-five points, so published figures tell you far more about a particular cohort than they do about the school. For this reason the Department for Education does not publish key stage 2 data for cohorts of this size, and nor do we.

We are always happy to discuss our outcomes openly with prospective parents, and published data for all schools is available on the Department for Education’s Compare School Performance service.



Staff

Staff	Roles and Responsibilities	
Mrs Reynecke-Raybould	Headteacher Year 6 Mathematics (Monday to Thursday) Staff absence cover teacher Designated Safeguarding Lead English Lead Phonics Lead (with Mrs Reynolds) Mathematics Lead	History Lead Geography Lead Curriculum Lead Teaching and Learning Lead Health and Safety Lead Staff Wellbeing Lead
Mrs Reynolds	Mars Class Teacher – Reception and Year 1 (Tuesday to Friday) EYFS (Reception) Lead Science Lead Physical Education Lead	Religious Education Lead (temporary) Relationships, Sex and Health Education Lead (temporary) Phonics Lead (with Mrs Reynecke-Raybould)
Mrs Collins	Mars Class Teacher – Reception and Year 1 (Mondays) Displays Lead	
Mr Swindell	Saturn Class Teacher – Year 2 and Year 3	
Mrs Jarman	Jupiter Class Teacher – Years 4, 5 and 6 SENCo Music Lead	Art Lead Design and Technology Lead Modern Foreign Languages (French) Lead
Mrs Dowding	PPA Cover Teacher (Tuesdays) Computing Lead	Allergy and Anaphylaxis Lead Staff Governor
Mrs Allen	Teaching Assistant (Monday – Thursday) Learning Mentor Pupil Wellbeing	
Mrs Bidwell	Teaching Assistant Lunchtime Assistant (Monday – Friday)	
Ms Richardson	Teaching Assistant (Monday, Tuesday AM, Wednesday AM, Thursday, Friday) Lunchtime Assistant (Monday – Friday) Deputy Designated Safeguarding Lead	
Mrs Alderman	Teaching Assistant (Mondays AM, Tuesdays AM, Wednesdays and Fridays)	
Mrs Bishop	Office Manager (Thursday – Friday) Deputy Designated Safeguarding Lead	
Mrs Anderson	Office Administrator (Monday – Thursday) Deputy Designated Safeguarding Lead Allergy and Anaphylaxis Lead	
Mrs Henry	School Caterer	
Ms Lester	Lunchtime Assistant (Monday, Wednesday, Thursday, Friday)	
Mr Parrett	Cleaner	
Ms Jesko	Cleaner	
Mr O'Sullivan	P.E. Teacher (Tuesday and Wednesday)	
Mrs Clark	Music Teacher (Tuesday AM and Friday AM)	
Mrs Whykes	Piano Teacher (Thursday)	
Mr Bowyer	Trumpet/Cornet Teacher (Monday and Friday)	
Mrs Kay	Volunteer (Tuesday)	



Governors

Governors are drawn from the teaching staff, parents and the local community. Our governors work closely with the Headteacher and teaching staff and are fully involved in the life of the school. The Governing Body meets twice per term (six times per year) and regularly visits the school, either to help with events or to monitor aspects of school life.

Governor	Appointment	Roles & Responsibilities	
Rev. Brundritt	Local Authority Governor	Chair Special Educational Needs and Disabilities Early Years Foundation Stage	Religious Education Relationships Sex and Health Education
Mrs Gosling	Co-Opted Governor	Vice-Chair Assessment Diversity, Equality and Inclusion	
Mr Wiles	Co-Opted Governor	Mathematics	
Mr Saville	Co-Opted Governor	Health and Safety Training	
Mrs Hoxby	Co-Opted Governor	Safeguarding including website English	
Mrs Retief	Parent Governor	Science	
Mrs Dowding	Staff Governor	N/A	
Mrs Reynecke-Raybould	Ex-Officio	Headteacher	
Vacancy x 1	Parent Governor		



PTA

Welcome from the PTA of Ashdon Primary School. We are a small, friendly group of parents, guardians and teachers who enjoy helping to raise funds for our wonderful village school. We like to arrange activities that not only the pupils and their families will enjoy taking part in but also the community within the village and surrounding villages.

Our fund-raising activities include our very popular 10km and 3km Fun Run every May, Quiz Night, Christmas Fayre, Disco Night, Car Boot Sale, Colour Run amongst other exciting events. We also apply for grants where possible to support with upgrading learning environments.

The funds that we raise go towards subsidising school trips, equipment requested by the teachers and pupils, books and visits from various workshops.

We would love to welcome new members, however much time you can give. If you have any inspiring or exciting new ideas please get in touch, we would love to hear them. Donations of time, items for sale, raffle prizes or just helping on the day of an event would be fantastic as this ensures our events are successful.

If you would like to find out more about how you can help, or the date of the next meeting, please contact our chairperson.

ashdonprimarypta@gmail.com



Parental Involvement

We see education at the primary stage as an extension of life at home. The influence of parents/carers on their children's whole attitude to life and learning at school is very strong; therefore, we need the support, understanding and interest of parents, so that they can encourage and help motivate their children in all school activities. We welcome help from parents in a variety of ways.

Communication plays a key role in developing strong relationships with parents. To help facilitate this, teachers are available for a short time at the beginning and end of the school day for informal discussions. Where longer discussions are required, parents can contact the admin team to arrange appointments to meet with the appropriate members of staff.

Parents' Consultations are held in the Autumn and Spring terms to discuss individual pupils' progress, targets and next steps. We also hold events during the school year to which parents will be invited.

We are also very fortunate to have parent volunteers, who support us during educational visits. If you are able to offer any time to support the school through volunteering, we would love to hear from you.



Admissions

Our standard number to admit is 15 in each year group and we must comply with the Key Stage 1 maximum class size of 30.

In line with Local Authority regulations, there is no guarantee of a place for pupils living in the priority admissions area. In the event of oversubscription, places are allocated using the following criteria:

1. Looked After Children and previously looked after children (as defined by Essex County Council – [Essex admissions information](#))
2. Pupils with a sibling attending the school;
3. Pupils living in the priority admission area;
4. Remaining applications.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given the highest priority.

As required by law, all Essex primary schools provide for the full-time admission of all pupils offered a place in the Reception year group from the September following their fourth birthday. That said, it is incredibly important for pupils to be in school to make adequate progress, academically as well as socially.

Parents can request that the date their child is admitted to school is deferred until later in the school year or until the child reaches compulsory school age in the school year. The law does not require a child to start school until the start of the term following their fifth birthday. Compulsory school age is reached at that point.

Where entry is deferred, the school will hold the place for that pupil and not offer it to another pupil. The parent would not, however, be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

If you plan to defer your child's start date until later in the school year, you must still apply at the usual time for primary or infant school places.

We offer 'Autumn Term Stay and Play' sessions for parents and children to come and experience some time in our school. Once your child has been offered a school place by the Essex admissions team, we will also contact you to notify you of the 'Summer Term Stay and Play' transition sessions your child can attend in the summer term. We also have a 'Come Dine With Me' lunchtime session for parents and their child to join the school for lunch. We have an 'Open Morning/Evening' in November and a 'Reception Parent Information Meeting' in May/June each year. Private tours can be booked throughout the year for the headteacher to show you around the school.

If you have any queries regarding the admissions process, including if you wish to know more details about applying for a place in other year groups, then please have a look at our 'Admissions' information or contact our admin team.

admin@ashdon.essex.sch.uk or 01799 584219.



Secondary Schools

We are one of the catchment schools for Saffron Walden County High School and a partner primary school to Linton Village College, where we send several children each year. Some of our pupils also go on to Joyce Frankland Academy.

Parents are sent information about, and application details for, the available county secondary schools in the autumn term before their child leaves us.

We maintain good relationships with the local secondary schools and are able to help create smooth transitions for our pupils.

Transport

For pupils from Hadstock, the FREE School Bus leaves the village at 08:50 (approx.) and returns at 15:50 (approx.). Annual information about school transport is issued by Essex County Council. Applications for home to school transport should be made via ECC website:

<https://www.essex.gov.uk/school-transport/Apply-for-school-transport>

School Day

08:50 – School gates open, members of teaching staff available on playground and the headteacher or another member of staff at the main entrance gate.

09:00 – Whistle blown, pupils line up and are taken into the school and school day begins. *Register closes at 09:10!

10:45 – Break time for all pupils.

11:00 – End of break / beginning of 2nd morning session.

12:15 – Early Years and Key Stage 1 lunch begins.

12:30 – Key Stage 2 lunch begins.

13:25 – End of lunch for all pupils. Afternoon session begins.

15:30 – End of the school day.

Overall, our pupils will spend 32.5 hours per week in school (excluding any wrap-around childcare provision and/or clubs they may attend).



Breakfast and After-School Clubs

Wrap-Around Care Provision at Ashdon

KidzActive provides both our Breakfast Club and After-School Club, offering comprehensive wraparound care for Ashdon families.

Breakfast Club

Operating Monday to Friday from 8:00 to 8:50, our 'Wake and Shake' Breakfast Club combines nutritious morning meals with engaging activities. Children can enjoy a variety of breakfast options including toast with various toppings (butter, jam, honey or marmite) and a selection of cereals. The session cost is £3.50 per day, partially subsidised through our PE & Sport Premium funding.

After-School Club

Our dynamic After-School Club runs Monday to Friday from 15:30 to 17:30, providing a vibrant environment where children can unwind, play and enjoy themselves. The club offers flexible booking options:

- Session 1: 15:30 - 16:30 (£5.50)
- Session 2: 15:30 - 17:30 (£10.50)

Children enjoy access to an extensive range of activities and equipment, including:

- Pool table
- Table football
- Air hockey
- Outdoor play facilities
- Cooking
- Gymnastic ropes and climbing equipment

For longer sessions, we provide a light snack at around 17:00 to keep energy levels up until dinner time. Our focus is on creating a fun, relaxed atmosphere where children can choose their preferred activities and make the most of their after-school time.

[Log In - KidzActive](#)





Term Dates

Autumn Term 2026

Term Dates: Wednesday 2nd September 2026 – Friday 18th December 2026
 October Half Term: Monday 26th October – Friday 30th October 2026
 Christmas Holiday: Monday 21st December 2026 – Friday 1st January 2027

Spring Term 2027

Term Dates: Monday 4th January 2027 – Thursday 25th March 2027
 February Half Term: Monday 15th February – Friday 19th February 2027
 Easter Holiday: Friday 26th March – Friday 9th April 2027

Summer Term 2027

Term Dates: Monday 12th April 2027 – Tuesday 20th July 2027
 May Half Term: Friday 28th May – Monday 7th June 2027
 Summer Holiday: from Wednesday 21st July 2027

Professional Development Days 2026-2027

Tuesday 1st September 2026
 Monday 22nd February 2027
 Friday 28th May 2027
 Monday 7th June 2027
 Wednesday 21st July 2027

Ashdon 10km and 3km Fun Run

Monday 3 May 2027



There are 195 school days in a year. Schools also have 5 days out of the academic year for staff training.



School Closure

In the event of severe weather conditions or an emergency, e.g. snow, then the Headteacher will endeavour to keep parents informed of any closure using announcements on either BBC Radio Essex (95.3 or 103.5 FM) or Heart (101.7 FM) or via the school website, our school's Facebook Page, Class-Parent WhatsApp groups or via messages through Arbor.

However, as a decision has to be submitted between 06:00 — 07:00 to the County Council to guarantee it being broadcast on either BBC or Heart radio, this may not always be possible! *So please make sure that you regularly check all the other platforms of communications.

School closures are only considered if either pupils' or staff safety is put at risk. This decision will be determined by safety of the journey to and from school (in severe weather) and the risk of exposure to dangers present at the school site.



Uniform

School uniform (with Ashdon School Logo) can be purchased from Price & Buckland online <https://price-buckland.co.uk/> . **Please note that you do not have to purchase logoed items and can purchase items from your local supermarket.** Sizing samples are available to try in the school office. We ask all children to adhere to the following dress code:

Trousers/skirts/ tunics	Navy blue
Polo shirts	Pale blue
Sweatshirts/ jumpers/ cardigans	Navy blue
Socks/tights	Plain navy blue or plain white.
Shoes	Black, plain sensible flat-soled shoes should be worn in school. Platform shoes, open-toed sandals and backless shoes, boots are not suitable or practical for school use.
Summer dresses/playsuits	Pale blue checked school dresses/playsuits (dress with shorts all-in-one)
Hats	A labelled sun hat should be kept at school during the summer months.
PE	Logo sport polo or pale blue polo, navy shorts/skirt, black plimsolls / black training shoes.
Swimming (Year 4, 5 and 6 only)	Pupils attending swimming lessons will require a swimsuit (girls) or swimming trunks (boys) plus swimming cap and goggles. The pool will not allow boys wearing long swimming shorts to swim.

Lunch

We have our school meals freshly prepared and cooked in the school kitchen each day. At the time of printing, a school meal is £3.30 per day. A link to the current menu on offer is available on our website as well as at the entry gates of the school. *See example on this page.

It is Government policy that every child is entitled to a free cooked meal until they finish Year 2. This is known as Universal Infant Free School Meals. Once your child is in Year 3 or above, they have to pay for a school meal. You can, of course, provide your child/children with a packed lunch and drink as an alternative. As Ashdon is a Healthy School, we ask parents to consider the contents of any packed lunch carefully, so that children receive a nutritionally balanced diet – strictly one healthy treat in a packed lunch. We are also a nut-free school.

Depending on your family income, your child/children may be entitled to Free School Meals throughout school. If you successfully apply for this, then your child will bring in additional funding to the school which can be spent on initiatives to raise their attainment. Parents sometimes have concerns that their child/children might be identified as different from the others if applying for Free School Meals. When taking the dinner register, a member of staff only asks if a pupil is having a school dinner or a packed lunch, so they don't identify which ones are having free school meals to the other paying children. Please speak to our Admin team for further details on how to apply.

Summer Uniform:



Summer P.E Kit:



Winter Uniform:



Winter P.E Kit:



Other Items:



Spring 2024 Week 1

	Monday	Tuesday	Wednesday	Thursday	Friday
Main Meal	Margherita Pizza	Beef & Potato Balls in a Roasted Pepper & Tomato Sauce	Toad In The Hole	Crispy Chicken Tortilla Wrap	Fish Fingers
Vegetarian option	Toasted Cheese Panini	Plant Based Vegan Balls in a Roasted Pepper & Tomato Sauce	Veggie Toad In The Hole	Crispy Vegan Strips in a Tortilla Wrap	Veggie Fingers
On the side	Salad Bar Selection	Spaghetti Salad Bar Crusty Bread	Roast Potatoes Seasonal Vegetables & Gravy	Rice Salad Bar	Chips Peas Baked Beans
Dessert	Raspberry Mousse	Toffee Crispie	Milkshake And Fruit	Ice-Cream Pot	Oat Cookie

W/C 26/03/2024 W/C 11/03/2024 W/C 25/03/2024

A selection of Fresh Fruit and Fruit Yoghurt will be available everyday

Spring 2024 Week 2

	Monday	Tuesday	Wednesday	Thursday	Friday
Main Meal	Cheese & Tomato Pasta Bake	Baked Potato with a Choice of Fillings	Roast Chicken & Stuffing	Homemade Sausage Roll	Quorn Dippers
Vegetarian option	Macaroni Cheese	Crusty Baguette with a Choice of Fillings	Roast Quorn & Stuffing	Homemade Veggie Roll	Quorn Dippers
On the side	Salad Bar Selection	Salad Bar Selection	Roast Potatoes Seasonal Vegetables & Gravy	Mashed Potato Baked Beans Green Beans	Chips Sweetcorn Peas
Dessert	Shortbread biscuit	Cooks Choice of Cake	Pancake with Fruit & Cream	Lemon or Orange Sorbet	Milkshake & Fruit

W/C 04/03/2024 W/C 18/03/2024

A selection of Fresh Fruit and Fruit Yoghurt will be available everyday

Behaviour

Ashdon Primary School has adopted a positive behaviour policy and, wherever possible, we praise and reward good behaviour. Our school rules are the 4Rs – Ready, Respectful, Responsible and Resilient. Every pupil belongs to one of our three houses – Elm, Oak and Ash – and house points, which any member of staff can award, are celebrated weekly. In most instances, where a pupil finds it challenging to follow the rules or instructions, a member of staff will deal with the situation within the classroom. In the rare instances where a pupil's behaviour/choices are a cause to be more concerned, the pupil will be sent directly to the Headteacher and, if appropriate, the parents will be informed by either the class teacher/cover teacher/or headteacher. For more details, please see our Behaviour & Discipline Policy – this is available on our school website. If you would like a hard copy, please request one from our Admin Team.

Celebration

Each week, we hold a Celebration Assembly where the pupils can share/celebrate their work with the rest of the school and with their parents/carers. In addition to sharing work, the assembly allows us to celebrate a 'Star of the Week' from each class, which has been decided on by the class staff. We also announce the 'Pawsome Reader/s of the Week'. We also celebrate achievements from outside school, e.g. swimming, dance, karate, horse-riding etc. certificates/medals/trophies. We share attendance and house cup winners weekly as well. We also celebrate by singing at least one song during the assembly. The Celebration Assembly starts at 09:15 on a Friday. All parents, carers, family members and friends are welcome.

Medication

You should personally administer any medication your child requires during the school day. Where this is not possible, then a member of the admin team will administer medication on your behalf. Please see the admin team to obtain and complete a consent form where you will detail instructions regarding the administration of the medicine. *It is our policy that school staff will only administer medicines obtained through a doctor's prescription, not administer 'over the counter' medicines, such as Calpol. No medicines, including over the counter products, should be kept by the pupil in their bag.*

From September 2026 we follow the new statutory guidance on allergy safety in schools, known as Benedict's Law. All staff are trained, we have an allergy policy and the required emergency equipment, and Mrs Dowding and Mrs Anderson lead this work.

If your child has an allergy or a long-term condition, please contact the admin team at admin@ashdon.essex.sch.uk (addressed to Mrs Anderson and Mrs Dowding), so that we can write an Individual Healthcare Plan with you.

Our school nurse is available for consultation on any matter related to your child's health and will sometimes run drop-in clinics at the school. Please speak to the school office or contact the school nurse for Ashdon Primary – Mahbs Shirazi mahbobe.shirazi1@nhs.net

In addition to the above support, the Government runs a programme to check the health of all Reception and Year 6 pupils. This includes a height and weight check. You should receive details about this in the term that your child turns 5. A further check takes place in Year 6.



Attendance

If your child is not well and will be unable to attend, please phone school by 08:30 on each day of absence. This is important, as we then know that your child is safe and being cared for at home. It is also important to tell us why your child will not be in school. Regular attendance matters: pupils who attend well make better academic and social progress.

In cases of diarrhoea and/or vomiting, the recommended period for a child to be kept away from school is 48 hours after the diarrhoea and/or vomiting has ceased. This is to minimise the risk of transmission of infection to others.

If your child needs to attend a medical appointment during the school day, please make sure that the school office signs them out and signs them back in on their return. If a child arrives after the registers close at 09:10, the absence is recorded as unauthorised.

We follow the Department for Education’s statutory guidance, Working together to improve school attendance. This takes a support-first approach: where attendance becomes a concern, we will talk to you, try to understand any barriers your family is facing, and put support in place. We work with the local authority attendance support team where additional help is needed.

Headteachers will not authorise leave of absence in term time other than in exceptional circumstances, and each request is considered individually on the evidence provided. A family holiday is not an exceptional circumstance. Absences during statutory assessments will not be authorised.

Where support has not been effective or has not been engaged with, the law allows the local authority to issue a penalty notice. The national threshold is 10 sessions (usually five school days) of unauthorised absence within any rolling period of 10 school weeks. A first penalty notice is £80 per parent per child if paid within 21 days, rising to £160 per parent per child if not paid within 28 days. A second notice for the same child within three years is charged at a flat £160 per parent per child. Beyond that, other legal measures, including prosecution, will be considered.

Our Attendance Policy, which covers both holidays and absences, is available on the school website. Please request a hard copy from the Admin Team if needed.



Year	Attendance	Authorised Absence	Unauthorised Absence
2023-2024	95%	4%	1%
2024-2025	95%	4.1%	0.9%
2025-2026	96%	3%	1%



Safeguarding

Safeguarding at Ashdon Primary School is considered everyone's responsibility and, as such, our school aims to create the safest environment within which every pupil has the opportunity to achieve. The Governing Body and staff recognise the contribution it can make in ensuring that all pupils registered with or who use our school, feel that they will be listened to and have appropriate action taken for any concerns they may raise. We do this by endeavouring to work in partnership with other agencies and seek to establish effective working relationships with parents/carers to develop and provide activities and opportunities throughout our curriculum that will help to equip our pupils with the skills they need. This will include materials and learning experiences that will encourage our pupils to develop essential life skills and protective behaviours.



It is the responsibility of the Governing Body to ensure that all staff and volunteers are properly vetted to make sure they are safe to work with the pupils who attend our school and that the school has procedures for handling allegations of abuse made against members of staff (including the Headteacher and volunteer helpers). The Governing Body will ensure that there is a Named Governor and a Designated Safeguarding Lead (DSL) who has lead responsibility for dealing with all safeguarding issues in our school.



The Designated Safeguarding Lead: **Mrs Reynecke-Raybould**.
The Deputy Designated Safeguarding Lead: **Ms Richardson**, supported by **Mrs Bishop and Mrs Anderson**.

The Named Safeguarding Governor: **Mrs Hoxby**.



Complaints

We are committed to providing the best education for our young people and want our pupils to be healthy, happy and safe and to do well. We recognise the importance of establishing and maintaining good relationships with parents, carers and the wider community.

We are aware that there may be occasions where people have concerns or complaints. A full copy of our complaints procedure can be found on the school website. A hard copy can also be requested from the Admin Team admin@ashdon.essex.sch.uk or 01799 584219.

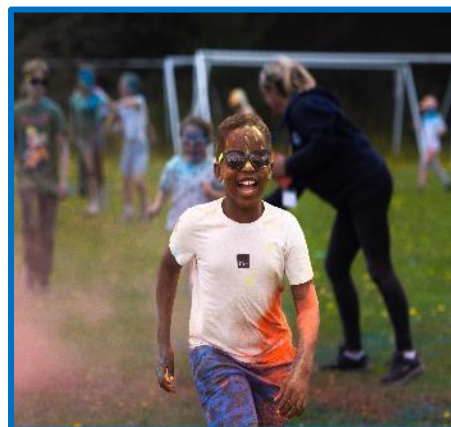
SEND

When a teacher plans their lessons, they will take into account the different abilities of the pupils in the class and where appropriate adjust/scaffold the task to meet the different needs of our pupils. However, there are some pupils who will require further support than the quality first teaching the teachers provide. These needs might be addressed by small group 'catch-up' interventions, or through working closely with the parents/carers to develop strategies to meet the pupils' specific needs. This may require additional support from one of our teachers/teaching assistants and/or an outside specialist.

Parents who have concerns over their child's progress should initially speak to the class teacher. Where appropriate, any pupils who need to be considered for special educational needs will be referred to the Special Educational Needs Co-ordinator (SENCo). Currently, Mrs Jarmain is the SENCo for Ashdon Primary School. Please contact her using the following email admin@ashdon.essex.sch.uk or call 01799 584219.

The SENCo will then liaise with the parents, class teacher and the pupil, to devise strategies and assist the pupil's learning. Regular meetings throughout the year are put in place to review the progress of these strategies.

For more details, please see our SEND Policy, SEND Information Report, Inclusion Policy and Essex's Local Offer on the website. Please request a hard copy from the Admin Team if needed.



Visits & Visitors

During the school year, there will be opportunities for the pupils to attend educational visits. These might be visits to local places in Ashdon village, e.g. All Saints Church, Beeches Nursery or further away, e.g. Duxford, Go Ape, Hautbois Activity Centre etc. The teachers carefully plan these visits to enhance the curriculum. In Years 4, 5 & 6, the pupils also have the opportunity to experience a 4-day residential (once every 3 years). The next residential will be in 2027-2028.

In addition to school organised visits, we are also involved with liaising with the other local primary schools and our local high/secondary schools. The opportunities provided are an excellent chance for the pupils to prepare themselves for the transition to their high/secondary school at the end of Year 6.

For most educational visits, we will ask parents for a voluntary contribution towards the cost of running the trip, as the visits would be unviable without them. We also ask parents/PTA to assist us with transport to various educational visits, in order to keep the costs as low as possible and to ensure more opportunities are available for our pupils.

From time to time, we invite visitors to work with the children in school, for example, the community police officer, cricket coach, dance teacher, or a theatre company, authors, portals to the past, etc.



Clubs

During term-time, KidzActive run our Breakfast Club as well as the afterschool club. Breakfast club is 08:00-08:50 and afterschool club is 15:30-17:30. Please see the section 'Wrap Around Care' for more information. These are paid-for clubs.

In addition to any clubs that are running, we have visiting music tutors who offer lessons in piano and trumpet/cornet. If you would like further details about the tuition and the associated cost, then please speak to the school office.

We have Tuesday Running Club; Thursday Art Club; Wednesday Cooking Club and Jaffle Reading Tuesdays to Fridays during morning breaks and lunchtime breaks. From time to time, we do offer holiday clubs for Year 6 pupils in preparation for SATs.

Homework

Homework should never be too onerous nor should it ever create stress to the pupils. If parents have any concerns, they should not hesitate to contact the class teacher. Normally, more than one day will be allowed for the completion of a homework task, except where daily practice is to be encouraged e.g. reading, spelling, handwriting and times tables etc.

The following are Government recommended time allocations for homework activities:

Reception, Years 1 and 2 - 1 hour per week
Years 3, 4, 5 and 6 - 1.5 hours per week

The homework activities may include:

- Reading;
- Spellings;
- English activities e.g. Weekend Diaries;
- Handwriting;
- Mathematics activities including real-life related problems e.g. shopping, learning times tables;
- A project or piece of work related to their curriculum topic.

At Ashdon Primary we are very keen for parents to support and help their children with homework. We take the view that our pupils are likely to get more out of an activity if parents take a collaborative approach, as long as they do not take over too much. However, there are times when we will want to see what pupils can do on their own. It is particularly important, as they get older, for pupils to become increasingly independent in their learning. If a parent is unsure about what their role should be, they should discuss it with their child's teacher.

We do encourage parents to ask their child's teacher for advice if your child is academically working towards the national standard, as to how you can additionally support your child in catching up and narrowing the gap. We cannot do it on our own, so we would appreciate any help parents can give their child at home.



RE

In this school, religious education is in accordance with the Agreed Syllabus approved by Essex County Council. At Ashdon, we follow the schemes of work created by educational and religious professionals through the Saffron Academy Trust (SAT).

Arrangements for collective worship and religious education are made by the school in accordance with the School Standards and Framework Act 1998.

Every pupil takes part in a daily act of collective worship. On Tuesdays we hold a singing assembly, and on Fridays our Celebration Assembly brings the whole school together with parents and carers. On other days, worship takes place in class as a short time of reflection. The stories, songs and reflections we share promote the values and qualities that many religions hold in common, alongside our own values of Challenge, Care and Celebrate.

Once a month, parishioners from All Saints Church, Ashdon, lead an Open the Book session, bringing Bible stories to life for our pupils through drama and storytelling. We also come together as a school community for our Christmas and Easter services at All Saints Church.

Parents have the right to withdraw their children from both collective worship and religious education. We ask that any requests are made to the Headteacher in writing.

PE

We use Get Set for P.E. schemes of work. We ask that your child has a full P.E. kit in school during each school week. The details of the required kit are listed in the uniform section of this prospectus and can also be found on the website under 'Uniform' for more details.

We will always endeavour to use the outside area, so in the months of winter and early spring you may wish to give them a pair of plain navy-blue jogging trousers and an Ashdon Primary School P.E. sweater. However, the trousers should not be too long in the leg, as they then become a trip hazard!

As the pupils' feet continually grow, we often find that they struggle to fit into their plimsolls or trainers. It would be helpful if all parents could check termly to see if a new pair needs to be purchased.

Pupils with hair at approximately shoulder length or longer need to ensure that it is tied back, especially during P.E. They can use hair bands but not an Alice band.

*Part of the school rules is that long hair should be tied back at all times.

Parents need to be aware of the health and safety rules we are asked to follow regarding the wearing of earrings for **any** physical education, including swimming. Firstly, consider carefully the timing of when the pupil has their ears pierced. Due to the 6-week initial period earrings should be left in after piercing, we would advise that pupils have their ears pierced at the beginning of the summer holiday. Failing this, then parents are asked to provide medical tape to place over the earrings during P.E. lessons for the 6-week duration. Assuming that your child has worn their earrings for more than 6 weeks, then they must remove the earrings for **all** P.E. activities including swimming. Please note that members of staff, or other pupils, are not allowed to remove or replace earrings. Hence, if your child cannot do this independently, we ask that they do not wear earrings to school on days they have P.E. or swimming.



Curriculum

English

We use the Hamilton Trust schemes of work for English, and up to one hour each day is devoted to English throughout the school. Children are taught to use **speech (oracy)** to express their thoughts clearly and accurately, and to listen carefully and attentively to others.

Phonics is taught using Monster Phonics from Reception onwards, with reading books closely matched to the sounds children have been taught. Any child who needs longer receives daily targeted support, which continues into Key Stage 2 where needed.

Reading is given high priority through direct teaching and guided groups. Individual reading is supported by a graded scheme in the early stages, broadening into progressive bands and a wide selection of more advanced books. Children take books home to practise and consolidate their skills. Children **write** in a variety of forms and genres, including creative and factual writing, reports, instructional texts, poetry and persuasive accounts. Writing follows a clear sequence across the school: children explore a model text, gather the vocabulary and sentence structures they will need, then plan, draft, edit and publish their own work. **Punctuation** and **grammar** are taught alongside writing, and children apply these in their own work.

Spelling is taught using a variety of strategies. **Handwriting** is taught through the 'Letter-join' scheme, supported by consistent letter-formation phrases used in every class.

Mathematics

We use the White Rose Maths schemes of work for Mathematics. Mathematics is taught throughout the school. A daily mathematics lesson, of between 45 minutes and 1 hour, is held in all classes. Children are encouraged to talk about their maths using appropriate vocabulary and explain their methods. The development of mental mathematics strategies is an important part of this. We also value children understanding and interacting with problem solving and reasoning. We aim to teach children the importance of maths in all aspects of their work and its practical applications in everyday life. We supplement mathematical work with the Flashback 4; Fluency Boost; Stretch and Challenge and other resources to help children find pleasure in the subject and to reinforce the important concepts and skills.

Science

Our science curriculum draws on our own planning, alongside Plan Bee and Hamilton Trust units. The children are taught a variety of scientific facts and methods of enquiry through topic work. They are encouraged to read, investigate, experiment and record their findings in order to develop the skills of predicting, setting up fair tests and obtaining evidence from their own observations.

Computing

We use Kapow for the computing schemes of work. We aim to prepare children for the challenges of a rapidly developing and changing technological world. Computing is used to enhance the children's learning, develop their understanding of how programs work and to communicate and present information in a variety of ways.

Design Technology

Design technology is taught through the three elements of design, making and evaluating. We present the idea that there are many solutions to a design problem with aesthetic, economic and safety issues taken into consideration.



Art and Design

We encourage appreciation and enjoyment of the visual arts and children are given opportunities to explore all aspects of art and design. They are taught to use different materials and encouraged to develop their creativity and imagination in communicating through visual media. We explore the work of artists, craftspeople and designers to learn about the diverse roles and functions of art and design in society.

History and Geography

History and geography are taught through topic work, using Plan Bee alongside our own planning. Because our classes are mixed-age, each follows a rolling cycle of topics, so that every child covers the full curriculum without repetition. Children begin by studying the familiar and extend their learning to develop a wider appreciation of the world in which they live. To broaden their experiences, the children often have the opportunity to visit events and places of interest. Pupils in Jupiter class are offered an extended residential trip to study a contrasting location.

Music

Ashdon is fortunate to have a specialist teacher to work with each class every week. All children are taught to read music and are encouraged to explore rhythm and melody. There are class and whole-school singing assemblies and we have an active and enthusiastic choir. All children have the opportunity to participate in a musical production during the year, inside and outside school.

French

We use Kapow for the schemes of work. Children have specific lessons in French and are also exposed to French vocabulary during the course of the day.

Relationships, Sex and Health Education

We use Kapow for our RSHE schemes of work, supported by My HappyMind and My HappyMind Belong, which underpin our teaching of mental wellbeing, self-esteem and belonging. Most learning takes place in specific RSHE lessons, with some content taught through other subjects such as science and P.E. From September 2026 our curriculum follows the DfE's updated statutory guidance for Relationships Education, Relationships and Sex Education and Health Education. In Key Stage 1, children learn about families and the people who care for them, caring friendships, respectful relationships, online relationships and how to keep themselves safe. They also learn how animals, including humans, move, feed, grow and reproduce, and about the main parts of the body.

In Key Stage 2 this learning deepens, covering healthy relationships on and offline, managing difficult feelings, and knowing how to seek help. As part of Health Education, children learn how their bodies change during puberty, including menstruation. Sex education is not compulsory in primary schools; where we teach it, this takes place in Years 5 and 6, always with due regard for the emotional development of the children.

Our RSHE policy is available on our website and from the school office. Parents may request that their child is withdrawn from sex education. This right does not extend to Relationships Education, Health Education, or content taught within the National Curriculum for science. Requests should be made in writing to the Headteacher, who will meet with parents to discuss them. The form is in the appendix of our policy.

