



# ***Ashdon Primary School Prospectus***



***2025-2026***



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

**Telephone:** 01799 584219

**E-mail:** [admin@ashdon.essex.sch.uk](mailto:admin@ashdon.essex.sch.uk)

**Website:** [www.ashdon.essex.sch.uk](http://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.*

*We also only allow guide dogs on our grounds and school, so other dogs should not be brought onto the premises.*

*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, including our external classroom where our lower key stage 2 pupils are currently taught.

Ashdon Primary School is a very special place, with a distinctive vision and we have a commitment in the pursuit of excellence, in all that we do. Having worked in a range of schools over 2 decades, I am so very proud of our school, 'manned' with 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 all are working together to make our school truly a special place.

High expectations and determination for teaching, and learning permeates through all that we do which 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 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-Raybould  
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. Even though it was an ungraded inspection, we were delighted to maintain our “Good” judgement in all areas. The Ofsted inspector particularly 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 2024. Data is not officially published by the Department of Education for 2025 until the end of December 2025. This is when they will publish the National Averages as well.

Reception Early Learning Goal	Ashdon pupils meeting Good Level of Development	National pupils meeting Good Level of Development
2023-2024	78%	67.7%

Year 1 Phonics Screening Check	Ashdon pupils working at expectations	National pupils working at expectations
2023-2024	100%	79%

Year 6 SATs 2023-2024	Ashdon Pupils meeting national expectations	National Pupils meeting national expectations	Ashdon Pupils Greater Depth	National Pupils Greater Depth
Reading	77%	74%	23%	29%
Writing	92%	72%	15%	N/A
Maths	85%	73%	23%	24%
Combined	77%	61%	0%	8%
Spelling, Punctuation and Grammar	77%	72%	23%	28%





# Staff

Staff	Roles and Responsibilities	
Mrs Reynecke-Raybould	Headteacher Mars Class Teacher – Reception and Year 1 (Maternity Cover - Mondays) Staff Wellbeing Lead Designated Safeguarding Lead	History Lead Geography Lead Mathematics Lead Curriculum Lead Teaching and Learning Lead Health and Safety Lead
Mrs Reynolds	Mars Class Teacher – Reception and Year 1 (Tuesday to Friday) EYFS (Reception) Lead Phonics Lead (with Mrs. Johnson)	Science Lead Physical Education Lead
Mrs Dowding	Mercury Class Teacher - Year 2 (Monday to Friday PM only) PPA Cover Teacher	Computing Lead Staff Governor
Mrs Jarman	Saturn Class Teacher - Year 2, 3 and Year 4 (Year 2 Monday – Friday AM only) SENCo	Design and Technology Lead Music Lead Art Lead
Mrs Johnson	Jupiter Class Teacher – Upper KS2 (Year 5 and Year 6) English Lead Phonics Lead (with Mrs Reynolds)	Religion Lead Relationships, Sex and Health Education Lead Modern Foreign Languages Lead Deputy Designated Safeguarding Lead
Mrs Winning	Jupiter Class Teacher - Year 5 and Year 6 (Friday)	
Mrs Collins	Mars Class Teacher (Mondays) – Reception and Year 1	Displays Lead
Maternity Leave		
Mrs Allen	Teaching Assistant (Monday – Thursday)	Learning Mentor Pupil Wellbeing
Mrs Bidwell	Teaching Assistant	Midday Assistant (Monday – Friday)
Ms Richardson	Teaching Assistant (Monday, Tuesday AM, Wednesday AM, Thursday, Friday)	Midday Assistant (Monday – Friday)
Mrs Alderman	Teaching Assistant (Mondays AM, Tuesdays AM, Wednesdays and Fridays)	
Mrs Bishop	Office Manager (Thursday – Friday)	
Mrs Anderson	Office Administrator (Monday – Thursday)	
Mr McSweeney	Site Manager (Monday PM – for +/- 1 hour)	
Mrs Henry	School Caterer	
Ms Lester	Midday Assistant (Monday, Wednesday, Thursday, Friday)	
Mr Cornell	Midday Assistant (Monday to Friday)	
Mr Parrett	Cleaner	
Ms Jesko	Cleaner	
Mr O'Sullivan	Breakfast Club Lead (08:00-09:00)	Afterschool Club Lead (15:30-17:30)
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 Crooks	Violin Teacher (Tuesday)	
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 at twice per term and regularly visit 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 Diversity, Equality and Equality	Religious Education Relationships Sex and Health Education Early Years Foundation Stage
Mrs Gosling	Co-Opted Governor	Vice-Chair Assessment Disadvantaged Strategy	
Mr Wiles	Co-Opted Governor	Mathematics Science	
Mr Saville	Co-Opted Governor	Health and Safety Training	
Mrs Hoxby	Co-Opted Governor	Safeguarding including website English	
Mrs Dowding	Staff Governor	N/A	
Mrs. Reynecke- Raybould	Ex-Officio	Headteacher	
Vacancies x 2	Parent Governor		





# PTA

Welcome from the PTA of Ashdon Primary School. We are 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 10k and 5k 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](mailto: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 the 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 in the Primary Education in Essex 2025/2026 booklet - [Primary-Schools-Brochure-2025-to-2026](#))
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. Saying that, 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.

Once your child has been offered a school place by the Essex admissions team, then we will contact you to notify you of the 'Stay and Play' transition sessions your child can attend in the summer term. We also have a 'come dine with me' session for parents and their child to join the school for lunch. We have 'Open Morning/Evening' in November and 'Reception Parent Information Meeting' in May/June each year. Tours throughout the year can be booked 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 speak have a look at our 'Admissions' information or contact our admin team.

[admin@ashdon.essex.sch.uk](mailto: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. We also have some of our pupils join Joyce Frankland Academy and Stoke College on multiple occasions.

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

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 2025

**Term Dates:** Tuesday 2<sup>nd</sup> September 2025 – Friday 19<sup>th</sup> December 2025

**October Half Term Holiday:** Monday 27<sup>th</sup> October 2025 – Friday 31<sup>st</sup> October 2025

**Christmas Holiday:** Monday 22<sup>nd</sup> December 2025 – Friday 2<sup>nd</sup> January 2026

## Spring Term 2026

**Term Dates:** Monday 5<sup>th</sup> January 2026 – Friday 27<sup>th</sup> March 2026

**February Half Term Holiday:** Friday 13<sup>th</sup> February 2026 – Friday 20<sup>th</sup> February 2026

**Easter Holiday:** Monday 30<sup>th</sup> March 2026 – Friday 10<sup>th</sup> April 2026

## Summer Term 2026

**Term Dates:** Monday 13<sup>th</sup> April 2026 – Friday 17<sup>th</sup> July 2026

**May Half Term Holiday:** Friday 22<sup>nd</sup> May 2026 – Tuesday 2<sup>nd</sup> June 2026

**Summer Holidays:** Monday 20<sup>th</sup> July 2026 – Monday 31<sup>st</sup> August 2026



***Monday 4<sup>th</sup> May 2026 - Ashdon 10km and 5km Fun Run***

## Professional Development Days 2025-2026

Monday 1<sup>st</sup> September 2025

Friday 13<sup>th</sup> February 2026

Friday 22<sup>nd</sup> May 2026

Monday 1<sup>st</sup> June 2026

Monday 20<sup>th</sup> July 2026

- 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 or via messages through Scopy.

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!

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/> . Sizing samples are available to try in the school office. We ask all children to adhere to the following dress code:

<b>Trousers/skirts/ tunics</b>	Navy blue
<b>Polo shirts</b>	Pale blue
<b>Sweatshirts/ jumpers/ cardigans</b>	Navy blue
<b>Socks/tights</b>	Plain navy blue or plain white.
<b>Shoes</b>	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.
<b>Summer dresses</b>	Pale blue checked school dresses
<b>Hats</b>	A labelled sun hat should be kept at school during the summer months.
<b>PE</b>	Logo sport polo or pale blue polo, navy shorts/skirt, black plimsolls / black training shoes.
<b>Swimming</b>	Pupils attending swimming lessons will require a swimsuit (girls) or swimming trunks (boys) plus swimming hat. 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. The menu has been devised by Essex School Meals Service to give a nutritionally balanced diet over the whole week and meets current Government requirements. At the time of printing, a school meal is £3 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.

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
<b>Main Meal</b>	Margherita Pizza	Beef & Potato in a Roasted Pepper & Tomato Sauce	Toad In The Hole	Crispy Chicken Tortilla Wrap	Fish Fingers
<b>Vegetarian option</b>	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
<b>On the side</b>	Salad Bar Selection	Spaghetti Salad Bar Crusty Bread	Roast Potatoes Seasonal Vegetables & Gravy	Rice Salad Bar	Chips Peas Baked Beans
<b>Dessert</b>	Raspberry Mousse	Toffee Crispie	Milkshake And Fruit	Ice-Cream Pot	Oat Cookie

W/C 26/02/2024 W/C 12/03/2024 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
<b>Main Meal</b>	Cheese & Tomato Pasta Bake	Baked Potato with a Choice of Fillings	Roast Chicken & Stuffing	Homemade Sausage Roll	Buttered Fish
<b>Vegetarian option</b>	Macaroni Cheese	Crusty Baguette with a Choice of Fillings	Roast Quorn & Stuffing	Homemade Veggie Roll	Quorn Dippers
<b>On the side</b>	Salad Bar Selection Garlic Bread	Salad Bar Selection	Roast Potatoes Seasonal Vegetables & Gravy	Mashed Potato Baked Beans Green Beans	Chips Sweetcorn Peas
<b>Dessert</b>	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. Wherever possible, we praise and reward good behaviour. We have a whole-school system of house points and more individual 'Dojo' points which can be awarded by any member of staff.

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. Whenever possible, we also celebrate achievements from outside school, e.g. swimming, music 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 staff will administer it on your behalf. Please see the school office 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.***

If your child suffers from a chronic or long-term complaint, e.g. allergies or epilepsy, please contact the SENCo at [admin@ashdon.essex.sch.uk](mailto:admin@ashdon.essex.sch.uk) (addressed to Mrs Jarmain), prior to any medication being handed in, so we can write a medical care plan.

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 one of the school nurses available to Ashdon Primary - Theresa Duke @ [t.duke@nhs.net](mailto:t.duke@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 to confirm their absence each day they are not able to attend school. This is important, as we then know that your child is being looked after and cared for at home. It is also important to tell us why your child will not be in school. Please be cautious as poor attendance does impact pupils' academic as well as social progress when they are not in school.

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 the absence is for more than three days, a note of explanation should be sent to arrive at the school by the fourth day, otherwise the Education Welfare Officer may be involved in investigating the absence. The Education Welfare Officer may also investigate regular patterns of absence or if a child has had a significant amount of time off in total.

Parents should also be aware that if a child arrives at school later than when the registers have been completed at 09:10 by the class teacher, it is considered as an unauthorised absence. If your child needs to attend a medical appointment during the day, then please make sure that school office staff signs them out and then signs them in on your return.

The Government has changed the law since September 2013 and Headteachers are no longer able to authorise absence during term time, other than illness, unless in 'exceptional circumstances'. Unauthorised absences will be marked as such in the register and may be followed up by the Education Welfare Officer.

A proposed leave of absence will be only authorised if you have met one or more of the following criteria set out in our school attendance policy:

- service personnel who have returned from active duty;
- when a family needs to spend time together to support each other during or after a crisis;
- cultural or religious observance;
- wedding of an immediate family member.

The maximum amount of absence time that a Headteacher may authorise a particular child within a given academic year is 5 days. All absences during public examinations and SATs tests will not be authorised.

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
2024-2025	96%	3.6%	1.4%

# 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 will 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: **Mrs Johnson.**

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](mailto: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 general first quality 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 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 Needs, will be referred to the Special 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](mailto: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 and Inclusion Policies on the website. Please request a hard copy from the Admin Team if needed.

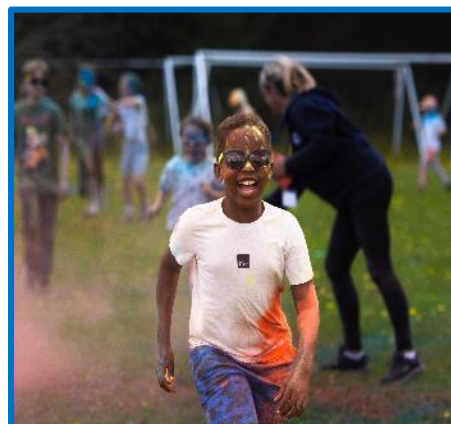
## Visits & Visitors

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 5 & 6, the pupils also have the opportunity to experience a 4-day residential (once every 2 years).

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 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 etc.



# Clubs

During term-time, KidsActive run our Breakfast Club as well as the afterschool club. Breakfast club is 08:00-09:00 and afterschool club is 15:30-17:30. Please see the section 'Wrap Around Care' for more information. We also have had another company, Premier Education which runs a Sports Club one day per week (Tuesdays 15:30-16:30). All the above are paid for clubs.

We sometimes have staff running one off clubs as well and parents are notified in due course, e.g. Holiday Club for Year 6 pupils.

In addition to any clubs that are running, we have some musical tutors who offer lessons in guitar, violin and piano. If you would like further details about the tuition and the associated cost, then please speak to the school office.

# 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

Arrangements for the act of collective worship and for religious education are made by the school in accordance to the 1988 Education Act.

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.

We have collective worship on a daily basis, in which the stories (either from the Bible, from other faiths or with a strong moral basis), songs and prayers reflect the values and qualities that many religions promote. Members of staff regularly include moral stories from different cultures. We are also very fortunate to have strong links with 2 local churches who will take turns with the teachers to lead an assembly twice per term. Our chair of Governors is the local Baptist Minister and visits our school every 3-4 weeks to lead an assembly.

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 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. Up to one hour each day is devoted to English activities throughout the school. The children are taught to use speech to express their thoughts clearly and accurately and are encouraged to learn to value the ability to listen carefully and attentively.

Reading is given high priority with direct teaching and guided groups in class. To support individual reading there is a graded scheme at the early stages which broadens into a variety of progressive bands of suitable reading material and a wide selection of more advanced books. Children are encouraged to take books home to practise and consolidate their reading skills. Children write in a variety of forms and genres, including creative and factual writing, reports, instructional texts, poetry and persuasive accounts.

Spelling is taught using a variety of strategies. The 'Letter-join' scheme is used to teach both the mechanics of handwriting and appropriate speed and style for different purposes.



## Mathematics

We use the Hamilton Trust Schemes of work for Mathematics. Mathematics is also 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 mathematic strategies is an important part of this. 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 games and other resources to help children find pleasure in the subject and to reinforce the important concepts and skills.



## Science

We use the Hamilton Trust Schemes of work for Science. 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. Children begin by studying the familiar and extending 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. Years 5 and 6 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 lessons and we have an active and enthusiastic choir. All children have the opportunity to participate in a musical production during the year.

## 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 the schemes of work. We teach RSHE through different aspects of the curriculum. Whilst children will learn mostly in specific RSHE lessons, we also teach some RSHE through other subject areas (for example, science and P.E.).

In Key Stage 1, we teach children about how animals, including humans, move, feed, grow and reproduce and we also teach them about the main parts of the body. Children learn to appreciate the differences between people and how to show respect for each other.

In Key Stage 2, we focus on life processes and the main stages of the human life cycle in greater depth. We ensure that both boys and girls know how babies are born, how their bodies change during puberty, what menstruation is and how it affects women. We always teach this with due regard for the emotional development of the children.

The Relationship, Sex and Health Education programme is outlined in our school policy, a copy of which may be obtained from the school office and is available on our website.

Parents have the right to withdraw their child from specific parts of the RSHE programme that we teach in our school, which are clearly indicated within our school policy. All other areas are not optional, as we have a legal duty to cover them. If a parent wishes their child to be withdrawn from lessons, they should complete the form in the policy appendix.

