



# Parent Handbook

## Taking you step-by-step through starting school

*...for a better future*





## Helen Lockham, Executive Principal, says...

We are excited that your child will be joining our school community. We know that they will enjoy their learning journey here.

### We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

### Answering your questions

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01923 801559 and we will be happy to help!

### Policies and term dates

On page 14 are details of some important policies you need to know about... and page 15 has term dates.

### Welcome

Welcome to Ascot Road Community Free School and I look forward to getting to know you and your child.

## Step 1

### STEP 1: PUPIL ADMISSION FORM Ascot Road Community Free School

Please complete all sections of the admission form, if you have any queries contact the school: [office@ascotroadcfs.org.uk](mailto:office@ascotroadcfs.org.uk)

#### Child's Details

First Name		Gender	
Middle Name (s)		Ethnicity	
Surname		Nationality	
Known as		Country of Origin	
Date of birth		Religion	

#### Home address

Address Line 1			
Address Line 2			
Town		Postcode	
Home telephone number			

#### Do you consider your child to have a disability or illness?

Yes		No		If yes please specify	
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#### Does your child have an Education, Health and Care Plan (previously known as a Statement of Special Educational Needs)?

Yes		No		If yes please provide date of EHC Plan and date of last annual review	
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#### Additional Needs

If your child has additional needs please provide details of any outside agencies currently involved with your child

Occupational Therapy	Yes		No		Name of therapist	
Speech & Language Therapy	Yes		No		Name of therapist	
Paediatric Consultant	Yes		No		Name of Consultant	
Ophthalmologist	Yes		No		Name of Ophthalmologist	
Audiologist	Yes		No		Name of Audiologist	
Other (please specify)						

#### Languages

Please provide details of all the languages that your child speaks and understands. Languages need to be listed in the order that your child would use to communicate with you e.g. First Language – Tamil, Second Language - English.

Language spoken at home		Fluent	Y		N	
Second language		Fluent	Y		N	
Third language		Fluent	Y		N	

#### GP Contact Details

Name of GP			
Name of Surgery/Practice			
Address Line 1			
Address Line 2			
Town		Postcode	
GP telephone number			

PLEASE NOTIFY THE SCHOOL IMMEDIATELY IF YOU CHANGE YOUR ADDRESS OR CONTACT NUMBER(S) – THANK YOU

Please tear here

Step 1

Parent/Carer 2 - Contact Details				
Title		Relationship to child		
First Name		Mobile number		
Surname		Work number		
Email address				
Address				
Do you have parental/carers responsibility?	Yes		No	
Are you a member of HM Forces?	Yes		No	

*If the child is not permanently with parents/guardians, please provide information of person child is currently living with.*

Names of other significant adults in your child's everyday life:			
Full Name		Relationship to child	
Full Name		Relationship to child	

Details of siblings and the Primary School they will be attending on 1 September 2016			
(Brothers and sisters also include stepchildren, half brothers and sisters, adopted and foster children living with the family at the same address)			
Name	Date of Birth	School	Boy or Girl

Details of current Early Years provision						
Name of nursery/pre-school						
Start date						
Can we contact them?	Yes		No		Name of Key Worker	

Free School Meals (Pupil Premium)						
All pupils in Reception, Year 1 and Year 2 are entitled to Universal Free School Meals however your child may be eligible to apply for Free School Meals (FSM) via Hertfordshire County Council (please refer to pupil premium brochure)						
Is your child entitled to FSM?	Yes		No		Unsure	
If eligible have you applied via Hertfordshire County Council?	Yes		No		Date applied	
If you have applied please provide application reference number & date application was approved						

Additional Information
Please provide any additional information that you deem relevant for the admission of your child Ascot Road Community Free School

Details of person completing form			
Full Name		Relationship to child	
Signed		Date	



Child's Name				
Child's Class				
Does your child have any medical conditions?	Yes		No	
If yes please provide details below				
Does your child take any regular medication?	Yes		No	
If yes please provide details below				
In the event of a medical emergency what procedures need to be followed?				
Does your child have any allergies?	Yes		No	
If yes please provide details below				
Do you give consent for your child to receive emergency first aid treatment if required by school staff or medical professionals	Yes		No	
Details for Person Completing Form				
Signature of Parent/Carer				
Relationship to Child				
Date				

Step 2

Step 3

Child's Name				
Child's Class				
I give permission for my child to:				
Go on local walks with staff under adequate supervision	Yes		No	
Walk to Cassiobury Park for outdoor activities/PE with staff under adequate supervision	Yes		No	
Have milk each day in Reception class	Yes		No	
Have fruit each day in Reception, Yr 1 and Yr 2 classes (while the government scheme continues)	Yes		No	
Go on organised school trips when I have received and read the information relating to the trip and I have paid for the trip online via ParentPay	Yes		No	
Participate in a range of activities within school including those provided by visitors, under the supervision of school staff	Yes		No	
Details for Person Completing Form				
Signature of Parent/Carer				
Relationship to Child				
Date				

Please tear here

Child's Name	
Child's Class	

Please tick any which apply to your child:

Colour Free		Nut Free	
Dairy Free		Pork Free	
Gluten Free		Vegetarian	
Halal		Vegan	
Kosher		Other (please specify)	

If you have any additional information relating to your child's dietary requirements please state below:

Details for Person Completing Form	
Signature of Parent/Carer	
Relationship to Child	
Date	

Step 4

Step 5

Child's Name	
Child's Class	

Please tick all vaccinations that apply for your child:

Vaccination Type	Yes	Date Administered	No
BCG Tuberculosis			
Diphtheria			
Whooping Cough			
Yellow Fever			
Rabies			
Hepatitis A			
Hepatitis B			
Hepatitis C			
Typhoid			
Meningococcal C			
Polio			
Tetanus			
HIB			
MMR			
Pre-School Booster			

Details for Person Completing Form	
Signature of Parent/Carer	
Relationship to Child	
Date	

Please tear here

STEP 6: TRAVEL PROMISE

Ascot Road Community Free School

Child’s Name				
Child’s Class				
Travel Arrangements				
Method of travel to school				
If driving, number of days you are able to commit to not using your car				
I can help to run a walking bus from the area in which I live	Yes		No	

If you plan to drive your child to school please complete the section below:

Parking Promise			
I will park carefully and considerately			
I will not cause an obstruction by parking in front of the entrance to the school			
I will not let my children get out of the car directly onto the road			
Details of person completing form			
Full Name		Relationship to child	
Signed		Date	

STEP 7: IMAGE CONSENT FORM

Ascot Road Community Free School

Child’s Name	
Child’s Class	

Please tick those that apply:

I give permission for my child’s image to be taken and used in publicity material for the school, including printed and electronic publications, video and webcam recordings	
I give permission for images of my child to be used by the news media in printed and/or electronic form and stored in their archives. This might include images sent to the news media by the school and images/footage the media may take themselves if invited to the school to cover an event.	
I do not want my child’s image used in any publicity	

Details of person completing form			
Full Name		Relationship to child	
Signed		Date	

Key Information

What are our school times?

- Start of the day: 9.00am.
- Morning Break for Reception is ‘free flow’-children take breaks when they need it.
- Morning Break: 10.40am-11.00am. (Year 1).
- Lunchtime: 12.00-13:00pm. (Reception).
- Lunchtime: 12.10-13.10pm. (Years 1+2).
- End of Day: 3.15pm.

Afternoon breaks are taken at times that the teachers find appropriate. We provide a buddy system for new children to our school.

Arrivals and departures

We encourage every child to arrive by an environmentally friendly mode of transport, such as walking, scooting, cycling or bus and require individual travel plans for each child. This supports not only the environment, but promotes a healthy lifestyle. There are places for your child to leave their scooter or bike, and the curriculum includes a focus on road safety to support you. At Ascot Road there is no parking and drop-off facility on site, but we have an agreement with Morrisons that for children who come by car, the parking bays alongside our boundary may be used.

Arrivals

The way in to the classrooms is through the playground. The entrance is at the back of Morrison’s car park, through the double green gates. The gate to school is opened at 8:45am each day and closed again just after 9:00am. If your child is late, you will need to take them to the front door of the school and the office will ask you to complete a late form.

Home Time

At home time around 3:15pm, the classroom door will open and a member of staff will dismiss Reception children individually. Please note that we will not hand over a child to an unknown person. If someone different is picking your child up on any day, please make sure that you inform the office. They will need to use our codeword. Please ask the teacher for this year’s codeword as we do not put it on the school website. If you are late (more than 5 minutes) picking up your child, your child will be taken to After School Club and a fee of £8 will be charged.

Wraparound Clubs

Breakfast club

Breakfast Club will operate in the small hall from 7.45am – 9.00am. Children will be taken to their classroom in preparation for the beginning of school. There is a daily charge of £5.00 for this which includes the cost of providing breakfast. Forms are available from the school office (or on our school website [www.ascotroadcfs.org.uk](http://www.ascotroadcfs.org.uk)).

After School Clubs

Extracurricular clubs are available from 3.15-4.15pm. The After School Club will be held in the small hall from 4.15pm –5:45pm each day. Children are collected from class each day by staff to join the After School Club. There is a charge of £8.00 for each after school place. Places need to be pre-booked; however, in an emergency your child may attend at short notice. This can be done via email to the office or a phone call in advance. This is to ensure we have

staffing to support the number of children at the club. Forms are available from the school office (or on our school website [www.ascotroadcfs.org.uk](http://www.ascotroadcfs.org.uk)).We do accept childcare vouchers for Breakfast and After School Club. Please contact the office to arrange this service.

Uniform

Uniform provides our children with a sense of belonging to the ‘school family’. When in school uniform our children are encouraged to conduct themselves both during and beyond the school day according to the values we promote at school. In this way our school uniform helps us to nurture the development of good manners, respect and consideration for others in the wider community. The school uniform consists of:

Boys / Girls

Our jumpers and cardigans are turquoise with a red and white logo.

We also carry red and turquoise book bags.

We wear red and turquoise caps, when outside.

It is compulsory to wear either a jumper or cardigan with the school logo and to bring to school the book bag and cap with logo.

Other items of uniform

White polo shirt.

Boys: Grey shorts / trousers.

Girls: Grey skirt / pinafore / grey shorts / trousers or red check dress in summer.

Shoes - sensible shoes in a dark colour with Velcro or buckle fastenings. No high heels/trainers.

Outdoor wear

Coat - suitable to the weather.

Wellington Boots/Boots - in wet weather/snow.

Hat, gloves and scarf - cold weather.

Please Note: your child will be out in all weathers so please ensure they are dressed to explore indoors and outdoors each day.

P.E.

Plain white T-shirt - named on outside sleeve edge.

Navy shorts - named on outside leg edge.

Plimsolls - black with elastic tops for Reception (named).

Red PE bag with child’s name on the outside.

PE is part of the National Curriculum, and unless they have a letter excusing them from a medical practitioner all children are expected to participate. PE kits should be in school from Monday to Friday.

Where to buy

Items with the school logo are available from our school uniform supplier: MAPAC at <https://www.mapac.com/education/parents/uniform/ascotroadcommunityfreeschool>. All other items can either be bought from MAPAC or from supermarkets or children’s clothing stores.

Lost property

School cannot be held responsible for any personal belongings children may choose to bring into school, and we ask that these are kept to a minimum. Please ensure all uniform/personal items are clearly named.

Food in school

School Meals

Herts Catering provide hot lunches, and all children are expected to have a hot meal each day. Menus

can be viewed online at <http://www.ascotroadcfs.org.uk/school-meals>. If your child has a food allergy, then please contact the Executive Principal with written information from a Doctor so that provision can be made for your child to be safe.

Universal Free Meals

All children in Reception, Years 1 and 2 (Key Stage 1) can have free school meals. To continue receiving free school meals from Year 3 upwards, families need to apply for Pupil Premium.

Does your child qualify for Pupil Premium?

You may qualify for a government contribution of up to £1,320 to provide additional support and educational opportunities for your child. If your family is in receipt of one of income related benefits, then please contact the school office, to enable us to support you in your application. If the application is not completed before the end of September, then your child misses out on £1,320 funding over the academic year. This would be a great shame, as the funding could pay for school trips, supported activities within school, chargeable activities within school, occasional breakfast club or after school club attendance. We will be giving 2 free jumpers / cardigans to each child who qualifies for Pupil Premium in September each year.

Armed Services grant

If a member of your family works for the Ministry of Defence (armed services) then you can apply to claim £300 for your child which will be paid direct to the school. Please get in touch with the school office if you think that your child should receive Pupil Premium or Services grant.

Fruit and drinks

All children in Reception, Year 1 and Year 2 are provided with free fruit every day and so snacks do not need to be provided from home.

Water and milk

We provide all children with fresh water and we require children to bring water bottles, labelled with their name. Children up to the age of five are entitled to free school milk.

Please note that we are a nut free school.





# Frequently Asked Questions

Here are our answers, to what we find, are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

## Attendance and absence

### Absence

As a community school we expect children to attend on time every day in order to make rapid progress in their learning and access the full curriculum. We do understand that children fall ill and absences are at times unavoidable. Children will be rewarded with Attendance Stickers for 100% attendance and being on time everyday at the weekly celebration assembly. Good attendance is considered to be above 96.1%. Attendance will be recorded on the termly reports you receive from the class teacher. The school is here to support you and it is our aim to have every child at school 'on time every day'.

### Absences

If your child is ill or has an appointment please notify the school in writing as soon as possible. You can email the office: [office@ascotroadcfs.org.uk](mailto:office@ascotroadcfs.org.uk). Alternatively please supply a handwritten note to the school office.

## Holidays

The Trust have built in to the school year an additional two weeks (in the Summer term). If you wish to take one period of up to two weeks authorised holiday within term time, then your child must attend the two weeks at the end of the summer term (25 July – 4 August 2017) to ensure that their school attendance is still 190 days. Authorisation of holiday is dependent on the level of attendance for the previous school year and the current school year (must be 96.10% or above). All school holiday dates are published to parents one year in advance. Parents are also notified of proposed dates for required attendance such as School Assessment Testing (SAT's) etc and they should make every effort to ensure their child attends school during that period.

### Request for absence

All requests for authorisation of holiday within term time must be made to the Executive Principal in writing. Please ensure you have the written permission before booking any holidays to avoid disappointment or additional costs. If holidays are taken during term time without permission, this may result in a penalty notice and parents may be fined.

## Medical appointment

If your child has a medical appointment and you wish to collect them earlier please notify the school in writing.

## Jewellery and other valuables

Jewellery, including rings, should not be worn to school as nasty accidents can occur. If your child has pierced ears, only small studs should be worn in the interests of safety. It must be noted that for health and safety reasons, earrings must not be worn during PE lessons and we request that your child does not wear earrings to school on PE days. Wrist watches may be worn to school but we cannot accept responsibility for their safekeeping. Children are not allowed to bring mobile phones to school. Long hair should be tied back for health and safety reasons.

## Sport

We encourage children to be physically active for sustained periods of time, to lead healthy and active lives and to engage in sports and activities. We participate in numerous sporting activities such as football, netball, rounders, tennis, cricket, and gymnastics. We have an annual Sports Day in July.

## Music

Children at our school are taught music within our curriculum. Children in Year 2 start to learn the recorder and they can join the school choir. From Year 3 children will have specialist music lessons.

## Clubs

The school has a number of clubs. These vary throughout the year, including:

- PE/games.
- Music.
- ICT.
- Science.
- Creative club.

## Seek permission

Parents are asked sign a permission form when their child starts school which permits local walks to park, library etc. For other trips we ask parents to consent to each trip as it occurs.

## Good Behaviour

The West Hertfordshire Community Free Schools (WHCFS) have the highest expectations of behaviour for children and adults alike. Policy, procedures and practice have been

developed in partnership with the whole school communities and have been built on respect and ethical behaviour. Everyone will be clear about their rights and responsibilities and also the consequences of poor behaviour.

The WHCFS behaviour policy is rooted in a positive, reward-based approach but with a clear understanding that poor behaviour will not be tolerated. All in the community need to be clear about the range of rewards available and how they are earned and also the range of sanctions and when they will be used.

## Special Educational Needs

Our school has at least one qualified teacher and one Learning Support Practitioner (LSP) in every class. School staff work with children in whole class, small groups and as individuals throughout the daily routine. All work is differentiated to meet the individual needs of the child. Our small class sizes (only 20 children) in Reception and Year 1 enable us to give more adult support to each child during the day. Quality first teaching ensures that all children are challenged to make progress within the lesson.

### Support

Our school has a policy of inclusion for every child. Therefore your child will receive the required support from additional adults according to your child's identified need. In a few instances your child may be seen by one or more external professionals in order to diagnose your child's specific needs. These professionals may write a support plan for your child, often demonstrating to our school staff how to implement the support plan with your child. Your child will then receive small group or individual support following the advice of the professional.

### Access

Our priorities for the accessibility plan are to ensure full access for disabled children and adults to participate in the curriculum. We also ensure that the physical environment of the school is safe for disabled children and adults and allows full access for them to take advantage of education and the wider life of school.

## Gifted and Talented

We recognise that several of our children are gifted and talented. The school's major form of identification of gifted and talented pupils is through the class teacher via observation of the child or work produced. This may be influenced by the views of parents and of other teachers in the school. As for all children, we aim to provide appropriately challenging activities. Children who have higher learning abilities benefit from working in smaller groups and in this way we ensure they are challenged and progress faster.

## Emergency arrangements

We will always endeavour to open the school, but in cases of severe bad weather that may affect our essential services, closure may be unavoidable. During severe weather please listen to the local radio station, and their information bulletin. If the school will remain closed then these details will be broadcast from approximately 7.00am onwards. If possible we will also send you a text or email message.

### Collecting your child

If school closure is announced during the day due to severe weather conditions, every effort must be taken to collect your child as soon as possible. If you personally cannot get to school, or you work out of the local area, please have a contingency plan i.e. please nominate an adult to collect your child in your absence and organise this beforehand as the weather forecast is likely to have alerted us to the fact that the weather may become hazardous during the day. Please make sure that we have at least two current contact numbers, in case we need to contact you urgently. If a new person is picking up your child this person will need to show the LSP/teacher a text message from the child's parent/guardian, naming the child and with the password "XXX", confirming they have the right to pick up the child. We cannot accept just verbal confirmation from this person.

## Health and Welfare

We liaise closely with the school nursing team and Area Health Authority who oversee a wide range of services such as medicals, hearing / vision tests and health interviews. The nurses' team is also available for any advice or issues you may want to discuss.

### Medicines

First aiders will administer medicines as per parental request. Parents will be required to complete a form detailing the instructions. Medicines are kept secure in the first aid room which is locked.

### Sickness

Children who are absent from school because of vomiting and/or diarrhoea must be kept at home for 48 hours following the sickness.

### Illness at school

If your child is ill whilst at school, or involved in an accident, we will attempt to contact you immediately. Please make sure that contact numbers are kept up to date.

# Working with parents

We believe that the parents are a very important part of our school. We see the education of young people as a partnership and run parent workshops which enable you to better understand your child's learning process. Many parents and other volunteers come into school to share their skills. Even a few hours a week is very much appreciated. Perhaps you may like to join us by:

- Signing up as a regular classroom helper.
- Helping on school visits.
- Helping with out of school activities and clubs.

### Friends of Ascot Road Community Free School

We are the parents' organisation that used to be known as the PTA. We are working hard for the benefit of all the children in the school. We welcome new members, so if you are interested, please ask at the school office.

## Assessment

When your child starts in Reception, our staff will ensure that initial assessments for each child are completed. You are advised of the results of these observations at the October Parents' Evening. Children in Reception will often tell you that they have just played all day! You can be assured that the children are taught lessons at specific times during the day and are given adult led activities to complete in addition to their self-chosen activities.

Termly written reports will be sent home for your child. Children with Special Education Needs (SEN) will have additional appointments where Individual Targets for their child are discussed, sometimes with a range of professionals. These appointments are usually held in school.

## Communication with parents

### Teacher/Parent Discussions

If you wish to speak to a member of staff in private, please inform the school office. They will ask you to fill out a short request form (also available on the school website) stating who you wish to speak to and the area you wish to discuss. A member of staff will be informed of your request and will contact you within four working days by phone or email to provide a response or to arrange a meeting, if necessary.

## Parent evenings

We hold Parent's Evenings in Autumn, Spring and Summer Terms. We also hold an Open Evening in the Summer Term. Each appointment is for 10 minutes to discuss your child's progress.

## News

### Home/School communication

Letters, newsletters and notices will be sent home via email. Please return any replies directly to the office through email. We do not plan to send home any paper correspondence. At the beginning of the year (September 2016) there will be a 'Meet the Teacher' evening at in your child's classroom where you will be given an overview of the year ahead. Please get into the habit of checking the school website for correspondence, curriculum information and newsletters so that you keep up to date with events in school.

## The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and teachers are asked to sign a Home School Agreement that outlines the expectations of all three parties. A copy of which is returned home to the parents.





Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

High standards

Policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have you can visit the school website: <http://www.ascotroadcfs.org.uk/> and click on 'About our School' and then scroll down to 'School Policies' to access our policies. If you want to know our policy on something that is not listed on the website, please ask the school office.

Step 1



Key policies

Some of our key policies are:

- Admissions.
- Data Protection Privacy Notice.
- Equality Information and Objectives.
- Child Protection.
- Special Education Needs and Disability Policy.
- Accessibility.
- Behaviour, Attendance and Exclusion.

Step 2



Autumn Term 2016

Thursday 1st September 2016  
Monday 5th September 2016  
Tuesday 13th September 2016  
Friday 21st October 2016  
Monday 31st October 2016  
Wednesday 21st December 2016

First day of term  
First day for Year1 and Year 2 pupils  
First day for Reception Year pupils  
School closes - Half term  
Pupils return  
School closes - Xmas break

Spring Term 2017

Thursday 5th January 2017  
Friday 10th February 2017  
Monday 20th February 2017  
Friday 31st March 2017

Pupils return  
School closes- Half term  
Pupils return  
School closes - Easter break

Summer Term 2017

Tuesday 18th April 2017  
Monday 1st May 2017  
Friday 26th May 2017  
Monday 5th June 2017  
Monday 24th July 2017

Pupils return  
School closed - May Day Bank Holiday  
School closes - Half term  
Pupils return  
School closes - Summer break

Tuesday 25th July to Friday 4th August 10 days. (Extended Term option)





Our community-focused vision for Ascot Road Community Free School is to be at the heart of our community, providing a wealth of learning opportunities for our children in a safe, stimulating and caring environment. We are recognised as a school that values uniqueness and one where children fulfill their potential to become:

**Successful learners.**

**Creative thinkers.**

**Responsible citizens.**

## Visions and Values

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. Our vision is to create an outstanding centre of learning where children are valued and challenged to reach their potential. Our values are central to developing responsible citizens and include: respect, honesty, co-operation, friendship and love. We share our school values with parents and children each fortnight through our Newsletters.



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WD18 8AD

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Website: [www.ascotroadcfs.org.uk](http://www.ascotroadcfs.org.uk)



*...for a better future*