

The Ashcombe School



Guide for Parents
2018 - 2019

CONTENTS

I. INTRODUCTION

1. Information for Quick Reference

2. MOVING FROM PRIMARY SCHOOL TO THE ASHCOMBE

1. The School's Aims and Values
2. Before the end of the Summer Term
3. The First Morning and First Week
4. The First Term
5. School Transport
6. Information required by the School

3. GENERAL SCHOOL ORGANISATION

1. Grouping and Curriculum arrangements
2. Recognition of Achievement
3. Homework
4. ICT, Internet and E-Mail Facilities
5. Data Protection
6. Freedom of Information, Parents' Rights and Feedback
7. Photographs and Biometrics
8. Clubs and Activities
9. School Visits and ParentPay
10. House System
11. Behaviour and Discipline
12. Care and Welfare
13. Child Protection and Safeguarding Children
14. Medical Information and Procedures
15. School Counselling Service (The Valley Trust)
16. Leaving the School during the day
17. Food and Canteen arrangements
18. Monitor duties

4. WHAT WE ASK PARENTS TO PROVIDE

1. Uniform
2. Equipment
3. Lockers
4. Charging for School Activities

5. IF THINGS GO WRONG

1. Accidents and sickness at School
2. Insuring pupils against accidents at School
3. Emergency contact
4. Absence from school
5. Leave of absence request
6. Punctuality
7. Lost property
8. Mobile phones
9. Transport problems

6. COMMUNICATING AND WORKING WITH PARENTS

1. Home-School Agreement
2. Student Planners
3. Parent Mail - 'Call Parent'
4. Monitoring of Pupils' Progress
5. The Governing Body and SESSET
6. PTA
7. The Ashcombe School Trust
8. Keeping parents informed

7. SCHOOL UNIFORM

Appendix (1) Governors List

1 INFORMATION FOR QUICK REFERENCE

SCHOOL ADDRESS: Ashcombe Road, Dorking, Surrey, RH4 1LY

TELEPHONE NUMBER: Dorking (01306) 886312
Confidential phone line and
1st day absence call number: Dorking (01306) 887661

FACSIMILE NUMBER: Dorking (01306) 742537

E - MAIL: info@ashcombe.surrey.sch.uk

WEBSITE: www.ashcombe.surrey.sch.uk

Executive Head of SESSET & Headteacher	Mr D J Blow
Joint Head of School (Curriculum)	Mr C G Panting
Joint Head of School (Pastoral)	Mrs A S Reed
Deputy Head (Finance & Resources)	Dr J N Carter
Head of Lower School	Mr B Ravenhill
Head of Year 7	Ms J Treadwell
Assistant Head of Year 7	Mr M Crozier
	Miss A Middlemiss

Chair of Governors	Mr T McDonald (can be contacted via the school)
Chair of the PTA	Mr S Barker (can be contacted via the school)
Admissions and Transport	Admissions & Transport, Surrey C.C., Quadrant Court, 35 Guildford Road, Woking Surrey, GU22 7QQ Tel: (0300 200 1004)
Safeguarding If you have safeguarding concerns about a child call 0300 200 1006 or contact Mrs Reed at the school	Welfare South East Area Education Office Consort House, 5 – 7 Queensway, Redhill, Surrey. RH1 1YB Tel: 01737 737600

Therfield School, The Ashcombe School and The Warwick School have formed, and are part of, South East Surrey Schools Education Trust (SESSET), a charitable company limited by guarantee and registered in England and Wales with company number 10479401. The registered address is The Ashcombe School, Ashcombe Road, Dorking Surrey, RH4 1LY.

THE SCHOOL DAY

8.45	Bell
8.50	To Tutor rooms
8.55	Registration
9.05	Lesson 1
9.40	Lesson 2
10.15	Changeover time
10.20	Lesson 3
10.55	Lesson 4
11.30	Break
12.00	Lesson 5
12.35	Lesson 6
1.10	Lunch
1.50	Bell
1.55	Registration
2.00	Assembly/Tutor Period
2.20	Lesson 7
2.55	Lesson 8
3.30	Final Bell

THE SCHOOL YEAR 2018 – 2019

Autumn term: 5th September – 19th December
(half term: 22nd October – 26th October)

Spring term: 3rd January – 5th April
(half term: 18th February – 22nd February)

Summer term: 23rd April – 24th July
(half term: 27th May – 31st May)
(6th May - Bank Holiday)

Staff Training days:
4th September, 11th & 12th October, 24th May & 20th June

2. MOVING FROM PRIMARY SCHOOL TO THE ASHCOMBE

2.1 THE SCHOOL'S AIMS AND VALUES

A full statement of the School's aims and values is available from the School Office with a summary in your child's Student Planner. The main aim of the School is to develop individual potential to achieve personal fulfilment and to contribute to the well-being of others.

2.2 BEFORE THE END OF THE SUMMER TERM

We aim to make the transition between schools as anxiety-free as possible.

The Year Head and Head of Lower School will have visited the primary schools and met pupils to help them feel more confident before they arrive here. We hope that the children and their parents will visit the school together on the evening of **Monday 2nd July at 6p.m.** On this occasion, the children will meet their new tutor who will take care of them during their early months in the School. There will also be an opportunity for the children to spend the day here on **Tuesday 3rd July** so that they can see the school at work and meet other members of staff. The children should come to the **Hall** in the **Ranmore Building** at **8.45a.m.** for a **9.15a.m. start**. Pupils may wish to bring a packed lunch or bring money to purchase food from the canteen. Trainers, writing equipment and a notebook will be needed. Parents are asked to **collect the children at 3p.m. from the Ranmore Hall**. Please be aware of parking difficulties or, if applicable, arrange for an **elder brother or sister to collect from the Ranmore Hall at 3.30p.m.**

During these visits, new pupils will meet the other members of their tutor group. Children are placed in mixed ability tutor groups on the basis of both academic and social considerations and after careful consultation with primary school teachers, parents and the children themselves.

School uniform and PE kit will be available at the PTA uniform sale on **Saturday 7th July, between 10am – 12.00pm in the Ranmore Hall in the Ranmore Building.**

2.3 THE FIRST MORNING AND FIRST WEEK

The children will meet in the **Hall in Ranmore Building** at **8.50am on Wednesday 5th September**. Becoming familiar with the school's geography and routine will be a top priority during the first few days. Additional help will be given at break, lunch times and after school to allow new pupils to adapt to the new environment.

2.4 THE FIRST TERM

All lessons will be taught within mixed ability classes. Pupils will be given a series of tests so that, along with Primary School reports and National Curriculum Key Stage 2 results, we can assess their levels of ability in various areas. For details of the subjects taught, and provision for special educational needs, please see the Key Stage 3 (KS3) Guide. Having established pupils' ability on entry, we will carefully monitor and record subsequent progress using our computerised administration system. There will be an opportunity for parents to meet **Tutors on Tuesday 30th October from 6pm-9pm.**

2.5 SCHOOL TRANSPORT

Coach transport arrangements are made by the Local Authority (LA). Enquiries should be addressed to the Local Authority Office in Woking (address in Section 1). Mr Ketley, Senior Pastoral Manager, assists with transport issues within the school, but in most cases staff in the School Office will be able to help. If you have any concerns about transport

3.4 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT), INTERNET AND E-MAIL FACILITIES

The ICT facilities available at The Ashcombe School are extensive and should open up significant learning opportunities for all pupils, including the promotion of direct contact between pupils here and abroad. However, there are also dangers of which we feel you need to be aware. It is important that the facilities are used responsibly and for their intended purpose. There are special guidelines for the use of the Internet and these will be strictly enforced. The policy is constantly under review and evolves as electronic communication continues to develop.

The following section sets out the school's policy on the use of Internet pupil facilities. Pupil access will not be provided until parents have signed and returned the **parental consent form**, enclosed in the new pupil pack. Please advise us on the sheet if there are religious reasons restricting your child's use of these or other facilities. The potential difficulties in pupils using the Internet arise in a number of areas. Our guidance is linked to these situations.

The school provides each pupil with access to Office 365 through their school account. This is an online service, which provides pupils with their own OneDrive (cloud storage) and access to online-shared folders in which staff upload resources.

Guidance for using the Internet

Avoiding undesirable material on the Internet

As we are sure you all know, the Internet provides access to much unsavoury and undesirable material. We use a very effective filtered Internet service. However, on occasions, the providers of undesirable material can find a way around a filter. The filtering service soon catches up with the unsuitable provider but there is this small risk. We also log all sites that pupils visit.

We therefore ask you to support us in our requirement that the Internet must only be used for *school-based* research and not for any purpose which we might designate undesirable. We also must inform you that whilst we will make every effort to prevent undesirable material from being viewed, we cannot give an absolute guarantee.

- 1. The use of proxy websites to try to bypass the school filtering system is strictly forbidden**
- 2. The following activities are banned on the school network:**
 - * Instant messaging such as MSN and Yahoo messenger**
 - * The use of social networks such as Facebook and chat rooms.**
- 3. Any people using these services will be given a Senior Management detention.**

Avoiding viruses on the school network and the transfer of information

The biggest problem for the school as a whole is the possibility of computer viruses spreading via the Internet. This can happen when a pupil "downloads" (or transfers) a file or piece of "free" software over the Internet. We do have a "firewall" server and virus protection software but the situation is much the same here as with filtering (i.e. occasionally, and temporarily, the virus spreader can be ahead of the virus protector). A virus can sometimes be transferred in the most innocuous manner, without the user believing they have done anything more than respond to a prompt on the screen. This can occur, for example, if a pupil were to attempt to order goods or services over the Internet ("Internet shopping"). The potential for harm to the whole network is enormous and we therefore have a very definite view on this matter.

Pupils must not, in any circumstance, knowingly download software from the Internet or load software onto the network. If pupils suspect that they may have done so inadvertently, they must inform the supervising member of staff immediately.

Equally, a pupil must *never* give financial or confidential information over the Internet.

Data Security

To maintain data security and to protect the pupils the following rules will apply in September:

- Pupils must not share copyrighted material using their One Drive account
- Pupils are not allowed to bring copyrighted music, videos or programs onto the network using USB sticks.
- Pupils must not share their account details with anybody.
- We scan the network for copyrighted material and delete it.

Monitoring usage and sanctions for contravening guidelines

All use of and access to the Internet is monitored and pupils found to be contravening our guidelines will have their access rights to the school's network immediately removed. This would have the effect of severely restricting their ability to use any information technology facilities in school. The User Name and Password will identify the responsible pupil. Pupils must not divulge their own password to anyone. Text displayed on the screen or typed in at the keyboard is separately monitored at each computer. Any pupil found using offensive or threatening language will be subject to similar sanctions.

Pupils will also face sanctions in accordance with the Behaviour Policy based on the nature of the offence, irrespective of its ICT origin.

Acknowledging the Internet as the source

We want pupils as always to take responsibility for their own independent work.

Pupils must never use someone else's work and claim it as their own. When information is obtained from the Internet, any directly quoted material must be clearly specified and its source acknowledged.

Communicating with partner schools

We wish to encourage the use of the Internet and e-mail to promote links with pupils in other schools abroad as part of our work as a Language College. Information will be shared with our partner schools by sending "web pages" accessible only by them. Any communication will be subject to the same conditions as above and must not be used inappropriately.

3.5 DATA PROTECTION

Please see the school website at the following address

(<http://www.ashcombe.surrey.sch.uk/01-about/07-key-info.shtml>) for our privacy notice for pupils and Data Protection Policy. Our privacy notice outlines how we handle and process personal information. We also provide information about individuals' rights regarding personal information.

3.6 FREEDOM OF INFORMATION, PARENTS' RIGHTS AND FEEDBACK

In accordance with Freedom of Information legislation (January 2005), parents will have the right to request copies of school policies or arrangements covering many school procedures. These will include the following:

- The Charging and Remissions Policy
- Sex and Relationship Education
- Behaviour Policy and Anti Bullying Policy
- Equality Policy & Single Equality Scheme

- Special Educational Needs Policy
- Accessibility Plan
- Health and Safety Policy
- Child Protection and Safeguarding Policy
- Complaints Procedure
- Governor Meeting Minutes
- Ofsted Reports
- The Freedom of Information and Data Protection (see 3.5, 3.6 and website)
- Admission Arrangements – see school website

As explained in the prospectus, parents have the right to withdraw their children from RE lessons, collective worship and sex education (unless such education forms part of the National Curriculum). Schools are also required by law to ensure that all statutory assessments are conducted (and that results are provided for parents) and to prepare an annual written report for each child.

If you require a hard copy of the above, there will be a fee to cover administration and material costs.

It is obviously important for the school to have policies but the crucial factor is how they are put into place. From time to time, the school arranges special evenings to discuss a range of issues so that we take into account parents' concerns when reviewing policy. We also seek to gather parents' views from the regular use of questionnaires at consultation evenings. We welcome feedback comments at any time. We are especially interested to receive these from families from ethnic minorities or those for whom English is not the first language. Please address such comments to the Head of School or to the Senior Pastoral Manager, Mr Ketley.

Please note parents can opt out of granting consent at any point by contacting the office at info@ashcombe.surrey.sch.uk Please add the title line “consent modification and your child’s name” in your email.

3.7 PHOTOGRAPHS AND BIOMETRICS

Keeping a photographic record of the many special events and occasions that occur during the year is an important part of school life and one which gives an enormous amount of pleasure to all parties. Some of these pictures are put on display for the rest of the school to enjoy, whilst others are used in school publications, including our termly magazine “Accent on Ashcombe”. We arrange for the more traditional school photograph to be taken which you may wish to purchase. We use this on our school system to help identify pupils, thus giving added security and safety. Biometrics will be used to provide a unique number for each child when accessing Cashless Catering. [Please see separate information and consent slip re: Cashless Catering in your pack]. If you **do not** wish your child to be photographed and/or use the Biometric System, please indicate this on the response section of the **Parental Consent Letter** in this information pack. Please note parents can opt out of granting consent at any point by contacting the office at info@ashcombe.surrey.sch.uk Please add the title line “consent modification and your child’s name” in your email.

3.8 CLUBS AND ACTIVITIES

The School offers many opportunities through club activities. Details of clubs and activities are published for the pupils in September and staff will update pupils should new opportunities arise. These will be publicised on the school website. The following are a sample of activities available:

Music

There is a strong musical tradition within the school and every encouragement is given to those who wish to take up music outside timetabled lessons. A wide range of different musical clubs run on a regular basis, including junior orchestra, senior orchestra, choir, glee club and a variety of other vocal and instrumental groups. A full timetable of the clubs available is published in September. The school offers the opportunity for pupils to sign up for individual instrumental/vocal music lessons with peripatetic music teachers through Surrey Arts. Pupils can also sign up to make use of the music practice room facilities during break, lunchtime and after-school.

Sport

A wide range of sporting activities is offered to pupils during their years at The Ashcombe, including games, dance, gymnastics, trampolining cross-country and athletics. We also have sporting links with local schools and clubs. Activities are organised each day and include inter-House sporting competitions. Details of clubs will be given to pupils in September with details also posted on the P.E. notice boards. The sports hall provides many extra opportunities and we trust all pupils will wish to take advantage of this superb facility.

Other clubs and activities

The following are regularly offered:

Drama Club, Amnesty International Group, Duke of Edinburgh's Award Scheme, Gym and Dance Club, Art Club, DT Club, Minecraft Club, Science Club, Homework Club and Languages Clubs. Please also see the Key Stage 3 Guide for details of clubs which support learning.

The school charities support our annual Charities Week and we host a special Christmas Party for Senior Citizens. Our pupils are actively involved in fund-raising for these causes.

3.9 SCHOOL VISITS

Each year many school visits are organised both within and outside school hours by members of our very committed teaching staff.

The number of visits within school hours is monitored to ensure that an unreasonable amount of lesson time is not lost. We value the benefit of appropriate visits related to the curriculum and we hope that all parents will support such initiatives.

Local visits in school time or extra-curricular activity after school - Parental Permission

We often take children out on local visits in connection with their studies or as an extra curricular activity. To make the organisation a little less complicated we ask that you sign the accompanying overall **Consent Form**, which is in your information pack. This covers any local visits in which your child may be involved.

Such visits would be either on foot, accompanied by staff, or by coach for which there would be no charge to you, and would meet the regulations on staff supervision.

We would, of course, still inform you if your child was going to be out of school, but with a global consent form there would be no need for you to reply each time. Your consent and medical information will remain valid until you inform us of your wish to cancel the arrangement, or of any additional medical information changes.

Other visits which have a cost implication

Parents will receive letters giving details of proposed visit and costs involved, a parental consent form and a medical information request sheet to complete and sign.

In the event of over-subscription for any proposed visit, a fair system is used for selecting a pupil to be included in the party. No guarantee of a place can be given until the total demand has been assessed.

Visits outside school hours

In addition to visits made as part of our curriculum arrangements we have regularly taken pupils on cultural holidays and foreign language visits. Exchange opportunities are also available. The School creates many modern language opportunities for special educational events and our hope is that as many pupils as possible will become involved.

Parents should be aware that any pupil whose standard of behaviour cannot be trusted may be denied the opportunity of participating in such visits.

All pupils will have the opportunity to take part in a special Activities Week towards the end of the Summer Term. The programme varies according to the Year group.

Charging for School Visits

The School Charging Policy is explained in Section 4.4.

In the case of events out of school time, parents must assess the overall benefits and decide whether to pay for their son or daughter to participate. Some activities are expensive. Although we are concerned that there are extra-curricular activities available for all, we would not necessarily prevent an opportunity being offered to some pupils simply because not all parents could afford the cost.

ParentPay

ParentPay is a system which enables parents to pay for school trips and other items that pupils may wish to purchase on line. ParentPay offers you the freedom to make payments whenever and wherever you like, safe in the knowledge that this website has been security checked and uses very high internet security standards. It can also now be used for Cashless Catering and uniform orders and purchases.

You will receive a letter telling you how to access the site and giving you a username and password. You are able to change your username and password to something you will easily remember. If you have more than one child at The Ashcombe you can merge their accounts so that you have one place to pay for everything.

Parents who do not wish to use the on line system should contact the school office for help but we would prefer most transactions to be done via ParentPay if possible.

3.10 HOUSE SYSTEM

Stuart, Tudor, Windsor and York

Each tutor group is allocated to one of four Houses which is a vertical structure comprising pupils of all ages. A wide variety of activities including sports competitions and charity events are organised through the House system, which gives pupils the opportunity of mixing with children in other years. Trophies are presented on an annual basis to the House which has achieved the highest points. Merit Points help towards this total.

3.11 BEHAVIOUR AND DISCIPLINE

We believe that good behaviour and discipline and an orderly atmosphere are key foundations of good education. We seek to retain a friendly and purposeful ethos and, to do this, there must be clear boundaries. The required standards of behaviour are based upon the values set out in the school's statement, available from us and explained in a straightforward **Code of Conduct**, which is enclosed in your information pack.

The school will assess as serious incidents of bad behaviour as those which:

1. bring danger, threat or intimidation to self or others

2. are judged to seriously undermine the standards upon which the school ethos is based, or to bring the reputation of the school into disrepute
3. involve repeated disruption or rudeness
4. cause serious deliberate damage

The school's behaviour policy and procedures will be based upon the current legal framework.

Please note that the school will take very firm action against bullying, racial and sexual harassment.

Pupils are subject to school disciplinary standards not only when in school but also when travelling to and from school and when on school visits.

Sanctions used by the school

Pupils may be placed on report and given detentions. Detentions can be at lunchtime, after school, or in serious cases on staff training days. Serious breaches of discipline may involve internal exclusion, when pupils are withdrawn from lessons, fixed term exclusion with the possibility of a hearing before a panel of governors. On very rare occasions, the school may decide to exclude a pupil permanently.

N.B. It is no longer a legal requirement that parental consent is given prior to an after-school detention. However, parents can expect to be given at least 24 hours' notice.

As far as possible, the school uses positive approaches to maintain required standards including the use of rewards such as Merit Points, Credits and Certificates of Merit. The Pastoral Curriculum and Personal and Social Education programme provide pro-active and preventative approaches to support good discipline.

Whilst seeking to establish consistency of response, the school will, with some flexibility, take account of pupils' individual circumstances when deciding the appropriate response to any incident.

Bringing items into school which could pose a threat to other pupils

Items which pose a health or safety risk to members of the school community must not be brought to school. This includes items such as matches, lighters, laser pens, aerosols, BB guns, penknives or knives of any description or any illegal substances. Disregard of this rule will almost certainly result in an exclusion and the involvement of the police with regard to the latter items listed.

We would prefer that mobile phones are not brought to school. However, if for security purposes when travelling to school, it is decided a phone should be provided it must not be seen or used in school between 8.55am and 3.30pm with the exception of break and lunchtime when it can be used to listen to music or play games. If we find a phone has been used to bully or film an incident, a fixed term exclusion is a likely outcome and the Police may be informed.

Learning as a result of mistakes

In general, our approach will be to encourage pupils to regard the experience of being in trouble as an opportunity to learn. Once the sanction has been served, the school's aim will be to put the incident behind the pupil and to identify a positive way forward, monitoring and giving support if necessary. Such an approach may not be appropriate in the case of persistent repeat offenders but it is recognised that such pupils should be referred under SEN arrangements. This may entail support from external agencies such as Educational Welfare Officer, Educational Psychologist, Child and Adolescent Mental Health Service, and other relevant organisations.

Working with Parents

The School will work upon the general assumption that parents are accountable for their child's behaviour and have special responsibilities with respect to dress, punctuality,

homework and general politeness. If things go wrong, our intention will be to work with you to address the issues.

All incidents of very serious bad behaviour will be brought to the notice of parents. You will be notified of other incidents if punishment will entail after-school detention or if on general welfare grounds, it is judged appropriate by staff to discuss the issue with you.

We are fortunate that the majority of our pupils have been brought up to have high standards of personal conduct and politeness. However, the poor standard of a minority can have a serious impact on the ethos of the whole community. We expect parents to take responsibility and co-operate fully with the school should problems arise.

School Disciplinary Inquiries

Disciplinary inquiries often operate within a number of constraints:

- those who feel aggrieved want to see justice done
- parents may refuse to accept their child has done wrong
- blame may not be all on one side
- absolute proof about what happened may not be available
- expectations may be unrealistic
- staff time to pursue an enquiry is limited

Standards of school discipline have to be maintained and it would be quite harmful if those who are honest are punished whilst those who are dishonest get away with bad behaviour. Our approach is therefore based upon the following principles:

1. School discipline investigations are not legal inquiries. Conclusions may be reached upon an assessment of the whole situation and a knowledge of the children involved. Within such an inquiry the statement 'I do not believe you' may be based upon a balance of probability.
2. School staff do not have the time to enter into lengthy investigations on matters of detail when pupils have clearly gone against the spirit of the rule and thereby undermined, or threatened to undermine, general school standards. For instance, an accusation of smoking could result from being found smoking, carrying the accoutrements of smoking, having a smell of nicotine on the breath or having been found associating with a group of smokers.
3. If within an inquiry pupils or their parents raise wider issues, which they believe have contributed to the incidence of bad behaviour, the school will take reasonable steps to investigate. However, the general assumption that such wider issues can be used as an excuse cannot be accepted.

N.B. When an incident is being investigated, pupils involved should only telephone parents during the school day once they have been given permission from the investigating staff. Normally the school considers after school is the appropriate time for these matters to be discussed within the family.

Code of Conduct

Parents are asked to sign the accompanying **Parental Consent Form** on the admission of their child. A Behaviour expectation sheet is discussed with pupils at the start of term.

We ask all pupils, as part of a large community, to consider how they wish to be treated by others. A **Statement** has been compiled which outlines our wish for every pupil in the school. We request that you read this with your child. If you approve, please sign the relevant sections and ask your child to return this to the Tutor for his/her signature. This will then be kept in the child's tutorial file after discussion in tutorial sessions.

Confidential answer phone

Giving prompt support is essential but we rely on being adequately and reliably informed. We have installed a confidential telephone line so that information can be given at any time and from the security of home. The number of this line is **01306 887661**. Please use it if you feel it could help us to address a problem causing concern.

3.12 CARE AND WELFARE

We try to ensure that each pupil is individually known and cared for by breaking down the school into smaller units. The school is administered on 'Horizontal' Year divisions. These are structured into 3 sections within the School:

- i) Lower School (Years 7, 8 and 9),
- ii) Upper School (Years 10 and 11),
- iii) Sixth Form (Lower and Upper Sixth).

There is a Head of School for each section and a Year Head for each Year group who, with the Assistant Heads of Year, lead a team of eight tutors.

The Tutor

Pupils are in daily contact with their tutors who may stay with the same pupils throughout their years at The Ashcombe School. The tutor group meets twice daily for registration. On most days at 1.55pm, pupils will attend either a main school assembly or Year group assembly; occasionally there will be House assemblies. When not attending assemblies pupils will remain with their tutor working on a programme of personal development.

The Tutorial Programme

Tutorial lessons are arranged approximately every two/three weeks throughout the year. The programme includes the development of social and emotional aspects of learning and covering issues related to well-being to support learning and social awareness.

Individual meetings between tutor and pupil

During the school year, individuals or small groups of pupils will meet with the tutor to discuss progress. These meetings take place during assembly time and after-school on specified Monday afternoons; parental permission for after-school meetings is sought in advance. The tutor seeks to provide support to each individual within the tutor group, working in conjunction with subject teachers to help pupils set clear targets for improvement and to monitor progress.

Meetings with parents

Parents are always welcome to come and see us to discuss their child's progress or concerns. Please try to make an appointment, except when there may be an emergency, when we will do our best to see you at short notice. We suggest you contact the Year Head or Tutor in the first instance. On all occasions when you come into school to meet individual teachers please ensure that you initially inform the office staff of your arrival. In addition to meeting the tutor in the Autumn Term there will be an opportunity for parents to meet subject teachers during the Spring Term.

3.13 CHILD PROTECTION AND SAFEGUARDING CHILDREN

The School has the services of a nurse from the 0 – 19 Health Team, a trained counsellor and an Educational Welfare Officer. We follow the County Safeguarding and Child Protection procedures referred to in the Local Authority booklet “**Information for Parents**”. If there is cause for concern that a child may be the subject of abuse, a referral will be made to Children's Services without reference to the parents. The principle is that the welfare of the child is of paramount importance. The School follows the "Safer Recruitment" guidelines.

If any parent has reason to be concerned about their own or another child, in connection with a child protection matter, they should contact Mrs Reed, Joint Head of School, who is the school's Designated Safeguarding Lead or contact the Surrey Children's Services, the contact details are on p1.

3.14 MEDICAL INFORMATION AND PROCEDURES

The School wishes to ensure that all children with special medical needs receive proper care and support at school. To achieve this, it is important that a partnership between parent, child and school is established and for all parties to appreciate their responsibilities and what it is reasonable to expect.

Parents are responsible for making sure that their child is well enough to attend school.

Children who are unwell

An unwell child should not be in school or return to school until he/she is fit to participate in school activities. A note explaining the absence should be given to the tutor upon return.

We have introduced a system of notification on the first day of any absence. Please refer to section 5.4

Infectious diseases

Any child with an infectious disease must not attend school. **Please ensure that the school is notified immediately.**

Children who become unwell or who have an accident at school

We expect sick or injured pupils to be collected and taken home. It is important that contact can be made with a parent, or named person, immediately. Parents or carers are therefore asked to ensure that suitable arrangements can be made in these circumstances, as the school cannot accept responsibility for long periods of medical supervision. Although we do require the co-operation of parents, no child will be sent home to an empty house, or to hospital unaccompanied if the parent cannot be at the hospital to meet him/her.

Children with long-term medical needs

It is desirable that such needs are shared with the school to ensure that the most suitable support can be given. A Health Care plan is usually drawn up in conjunction with the school doctor and other professionals involved.

Medication

It is preferable that medication is not brought to school but, if this is unavoidable, the school should be informed. The responsibility for the care and administration of medicines is that of the parents. An "Administration of Medicines in School" form will be issued prior to a child taking medication at the school.

Administering medication

This can be arranged in special cases, after discussion with parents. In all such cases, written details and consent will be required. It should be noted that all medication, unless by special agreement, will be kept in one central, supervised location within the school.

In administering medication to a child, all staff act in a voluntary capacity, having sought approval from the Headteacher in the first instance. The name of the administering member of staff will be logged in school.

Non-prescribed drugs such as painkillers will not be given to children in school without written parental consent.

Medical needs and school visits

If a child is to take part in a school visit and has medical needs, parents must communicate fully with the member of staff in charge. Medical forms are issued routinely to all children taking part in school visits.

Children and Family Health Surrey

There is a school nurse who visits the school regularly to promote good health. Parents can contact the school nurse via the school, or on 01306 748901.

The school nurse is a registered general nurse who has undertaken further training and is experienced in health education for children and young people. The nurse holds a weekly lunch time 'Open Door' session on Wednesdays so that pupils can discuss any concerns. No appointment is needed.

A medical with the school doctor may be scheduled during a pupil's time at the school. Parents will be advised and automatically invited to the medicals.

The school nurse is notified of all attendances to accident and emergency departments and these may be followed up in school.

3.15 SCHOOL COUNSELLING (THE VALLEY TRUST)

This provision has proved to be a valuable addition to the pastoral care of pupils. A fully qualified counsellor, who meets the British Association of Counselling Standards, has been engaged to provide support for pupils who are experiencing behavioural, emotional or social problems. Pupils can be referred, they can self-refer, or they can use the more informal 'drop-in' service in the Interview Room based in Bradley Building. Follow-up meetings may be arranged during the week thereafter. Parents can, if they wish, express a preference for their child **not** to become involved in using this service. Please indicate this using the **Parental Consent Form** enclosed in the **Information Pack**.

3.16 LEAVING THE SCHOOL DURING THE DAY

It is vital for safety reasons that pupils never leave the school without permission.

Medical Appointments

A note must be written to the tutor by a parent giving the necessary details prior to the appointment. Pupils should show the authorised letter to the teacher affected by the early departure and then sign out at the Pupils Services Desk in Ranmore. It will be necessary for the pupil to sign back in if he/she returns later the same day.

Break and lunch time

Pupils must remain on the premises unless they have specific permission to leave from the Head of School or Head of Year. Those pupils who wish to go home for lunch must obtain a special pass. Application should be made in writing to the Head of Lower or Upper School. Should you wish at any time to change arrangements for your child during the lunch hour, please inform the appropriate Head of School in writing.

3.17 FOOD AND CANTEEN ARRANGEMENTS

The School Meals Service provide break-time snacks and midday meals on a "cashless system"* basis. Pupils purchase their food from a list of individually priced items paying for them at the checkout. Available items are displayed each day together with prices. The average cost for a meal is £2.35 for 2018/19. Pupils may bring their own packed lunch to school. *See information enclosed.

All food should be eaten in the canteen or designated area. The consumption of food and drink in the main buildings is only allowed during periods of cold and /or wet weather. Given that we have pupils with severe food allergies it is very important that this rule is adhered to. A **letter relating to Free School Meals** is enclosed in this information pack. Enquiries about **Free School Meals** should be addressed to Mrs Wynter in the Ranmore Office.

3.18 MONITOR

Throughout the year there are duty tutor groups based in each building. Pairs of pupils become monitors for the day. This may entail such tasks as greeting visitors to the school, assisting with internal communications and in the re-cycling scheme. Monitors are given work by their teachers, but at all times tests, assessments and examinations take priority and then the pupils return to sit their examination. Parents should inform the tutor if they do not wish their child to take part in monitor duty. Most children will only be asked to be a monitor once each year.

From time to time, there may be a litter rota. Pupils, in small groups, may be asked to devote a quarter of an hour to tidying specified areas towards the end of a lunch break under staff supervision.

4 ITEMS WE ASK PARENTS TO PROVIDE

4.1 UNIFORM

All pupils are expected to conform to the uniform rules and maintain high standards of appearance. Details of uniform required by pupils are given at the end of this Guide (see Section 7.1). There are regular PTA sales of uniform on the last Tuesday in the month, at the Uniform Shop in the demountable building at the top of Ranmore car park, between 1.00pm and 4.00pm. Details of each sale are sent home regularly. See Information Pack for details of our new system for ordering and paying for items via ParentPay.

If your child is unable to wear the correct uniform, please contact the Head of Lower or Head of Upper School, in writing.

4.2 EQUIPMENT

All pupils should bring the following basic equipment to school each day:

- a pencil case containing, black, blue and red/green pens, pencil, ruler, eraser, compass and protractor
- coloured pencils are desirable
- a dictionary and general notebook.

Parents are encouraged to purchase functional equipment for their child.

If possible, we should also like pupils to provide their own calculator and a French and German dictionary. Scientific calculators will be suitable for examination purposes in the Upper School; less expensive ones, with fewer functions, will be quite acceptable for the Lower School. Scientific calculators are available for sale through the Mathematics department, at approximately £6.60.

4.3 LOCKERS

Lockers will be provided for all pupils who require them. In recent years, many parents have been willing to contribute to our locker hire charge scheme, which has allowed us to re-equip with new and larger lockers. Enclosed in the information pack you will find the **Locker Hire letter**, which gives full details. If you wish to participate in this scheme, please complete and return the slip at the bottom of the letter with the correct remittance via ParentPay. **Please note actual allocations will be made as soon as possible in September.**

4.4 CHARGING FOR SCHOOL ACTIVITIES

The 1988 Education Act made it illegal to levy charges (including transport charges) for any activities organised during school time or which are directly related to an examination

course. In most cases, charges for instrumental music lessons, and board and lodging on visits away from home, are regarded as exceptions. However, it is still possible to levy charges for most "out-of-school-hours" activities.

In most cases, "extra" activities have to be self-financing on the basis of voluntary contributions from parents. If a minority of parents chose to demand all their legal rights, the school would have to respond by strictly tailoring the curriculum and extra-curricular activities to the modest budget which can be afforded.

Parents in receipt of any of the following **may** be eligible to apply to the School for assistance in funding trips and residential visits:
Equal Base Jobseeker's Allowance/Employment and Support Allowance, Income Support, Income-Based Job Seeker's Allowance, Income-Related Employment and Support Allowance, support under part VI of the Immigration and Asylum act 1999, the Guaranteed Element of the State Pension Credit, Child Tax Credit provided they are not entitled to Working Tax Credit and have an annual income (as assessed by Revenue & Customs) that does not exceed £16,190 [NB If you receive WORKING TAX CREDIT you do not qualify even if you receive child tax credit and your income is below £16,190], Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit, Universal Credit.

Traditionally, The Ashcombe has offered a wide range of extra activities, which have relied upon the financial support of our parents. Without this continuing co-operation from all our parents, we could find that it is no longer possible to offer many of these extra activities, which we know, are very much appreciated by our pupils.

We will always do what we can to help in the event of special needs or circumstances if parents bring these to our attention, especially if the activity has particular curriculum relevance to a pupil.

5. IF THINGS GO WRONG

5.1 ACCIDENTS AND SICKNESS AT SCHOOL

Every reasonable care will be taken of pupils who have an illness or accident at school. For minor illness or accidents, first aid is given at Bradley or Ranmore Office. All accidents must be reported to a member of staff preferably by going to one of the main offices; we have trained first aiders on the staff. If a pupil requires further medical attention, we will endeavour to make contact with a parent. If the pupil has to go to hospital, we will try to accompany him/her should a parent or other relative be unable to meet the child on arrival at hospital.

5.2 INSURING PUPILS AGAINST ACCIDENTS AT SCHOOL

Parents often do not realise that children at school are not generally insured against personal injury. **We advise parents to consider taking out insurance and to ensure that any policies taken out provide the cover required.**

5.3 EMERGENCY CONTACT

The **Pupil Information Sheet** and any relevant medical information will help us considerably in circumstances of emergency. **This must be kept up to date.** Please inform us promptly of any changes, particularly any telephone number changes.

5.4 ABSENCE FROM SCHOOL

Please do your best to ensure that your child does not miss school unless **it is absolutely necessary**.

Unavoidable absence: contact the school on the **first day** of an absence by calling the confidential telephone line (01306 887661) **before 9.00 am**. A brief message left on the answer phone should state the child's name, tutor group and the reason for absence. The school will follow up any 'unexplained' absences using an automated call service, which calls the parent on the same day as the absence is noted.

In addition to the phone message, a letter explaining the absence will be required on the first day your child returns to school. Please note that The Ashcombe School is a large community and from time to time parents may be informed of an absence only for us to discover subsequently that the pupil is in school. If parents are unaware of a reported absence, we will check and phone back. **It is very important that pupils follow the correct procedure if they are late.**

Unauthorised Absences are deemed as truancy unless properly accounted for.

Our Education Welfare Officer visits the homes of pupils whose attendance is not satisfactory and she can also help parents and pupils with other problems which may arise. If you are experiencing any difficulties in getting your child to attend school please contact the Tutor or Head of Year promptly.

5.5 LEAVE OF ABSENCE REQUEST

Holidays during the school term generally **do affect pupils' progress** and parents are requested to **avoid** taking children out of school during term time. The school may wish to question reasons for requesting leave of absence and will need to be satisfied that there are exceptional circumstances. Holidays being taken during the examination or assessment period may not be authorised. Please note these now dominate a good part of the year. A **Leave of Absence Request Form** should be obtained from the Pupil Services Desk and returned, giving a minimum of **two weeks' notice**, stating why the absence is necessary due to exceptional circumstances. If leave of absence is granted, the authorised form will be signed and confirmation made by email or telephone. In the case of medical appointments, instrument exams or bereavement requiring a short time out of school please write a note to the tutor. You **do not** need to complete a leave of absence form.

5.6 PUNCTUALITY

If problems arise which result in children frequently arriving late, please discuss these matters with the Tutor or Year Head. It is the parents' responsibility to make every effort to ensure that pupils arrive on time. Any pupil arriving late to school **must** sign a 'late slip' at the Pupil Services Desk in Ranmore on arrival and before going to his/her tutor group or lesson.

5.7 LOST PROPERTY

Pupils are responsible for their own personal property. Please ensure that items are clearly labelled. Should pupils lose any item, the loss should be reported to the Pupil Services Desk, Ranmore or to a member of staff, without delay. Pupils finding lost property should hand in such items to the Pupil Services Desk immediately. Pupils must not bring jewellery, personal entertainment equipment, valuable items or large quantities of money to school. Loss of these items is the child's responsibility.

5.8 MOBILE PHONES

Ideally, we would prefer that mobile phones were not brought to school. If there is a particular safety concern and you wish to provide your son or daughter with a phone one may be brought to school. Mobile phones must be switched off at 8.55 until 3.30pm, with the exception of break and lunchtime. At other times they must not be used without the permission of a teacher. Inappropriate use will result in the phone being confiscated and either returned to the child at 3.30pm or the parent may be contacted. Loss or damage of the phone is the child's responsibility. Please do not buy expensive phones and be aware that the pupil is responsible for his/her phone. See the **Parental Consent Form** enclosed.

5.9 TRANSPORT

Problems regarding transport in the morning

Pupils should wait for at least **30** minutes after the scheduled arrival time before returning home. If possible, please ring school for information and inform us of any difficulty.

Service coaches: pupils will obviously need to know the time of later buses if for any reason the one scheduled does not arrive.

Local Authority Transport: arrangements will be made for a coach to be sent as soon as possible once the LA staff have been informed of a difficulty.

Problems regarding transport in the afternoon

Duty Staff will be available at least until 3.45 p.m. by the school gates on the A24.

After that time, any problems must be reported to Bradley Office.

Pupils missing a coach or train (or if a delay in arrival is experienced) **must report to the Bradley Office or to a member of staff.** We will telephone the pupils' contact number from our records.

Children should try to avoid walking home alone, particularly in the winter months.

If they experience any problem in getting home, their first action should be to come and tell someone in school.

If you intend to bring your son/daughter to school by car, we would ask you not to leave or collect pupils in the Ashcombe Road. Please drop them either at the drop-off point near the Nursery in Ranmore or towards the exit of the Bradley Crescent in the morning. All areas get very congested and we are concerned for the safety of pupils. We strongly advise that you use the mainline station parking area as a drop-off point.

6. COMMUNICATING AND WORKING WITH PARENTS

6.1 HOME-SCHOOL AGREEMENT

This agreement seeks to develop a partnership between home and school for the benefit of all our pupils. Three parties are invited to sign the agreement: parent, pupil and school. This will be issued in September.

6.2 STUDENT PLANNERS

Planners are issued to every pupil to help as a reminder of homework tasks, equipment required, extra-curricular activities including sports fixtures, musical and drama events, special events, letters home, general procedures, fire instructions, rewards, targets, helplines and changes of routine. They are a readily available record of pupils' activities for parents and teachers. Please also use the planner to communicate with your child's tutor.

Parents are requested to sign the diary section weekly at the bottom of the appropriate page. This signature tells the tutor that you have noted the homework set, and any

comments from teachers. Should you have any concerns about the homework set, or its completion, please do not hesitate to contact the Year Head, or write a note on the appropriate page. Please ask your son/daughter to take the responsibility to show the note to the relevant teacher. Teachers may also make comments.

In the planner, there is a section for recording communications sent home to you (such as letters, or our *Accent on Ashcombe* magazine). Please check school bags regularly for mail.

The Tutor will inspect planners systematically on a fortnightly basis and any concerns will be acted upon. If a planner is lost, a replacement charge will be made.

6.3 PARENT MAIL

Please see information pack for further details, at present we use a system called 'Call Parent'. This system is an excellent way of keeping up to date with letters issued by the school. Please keep us informed of any changes to your email address.

6.4 MONITORING OF PUPILS' PROGRESS

Tutors and subject teachers work together to try to ensure that every child feels safe, secure and successful at The Ashcombe School. A close watch is kept on progress. Great effort is made to enable each child, of whatever ability, to reach his or her full potential.

The progress of each pupil is reviewed each term by one or more of the following methods:

- (a) an internal assessment by subject staff of attainment and effort
- (b) a written report to parents
- (c) a progress report and parent interviews
- (d) an examination/assessment
- (e) an interview between pupil and tutor.

This continuous review of progress enables us to monitor standards and the individual work of each pupil on a regular basis. It enables Tutors, Year Heads and teachers to ensure that pupils are placed appropriately, encourages pupils to work to the best of their ability and to feel supported in the event of difficulties.

We have a comprehensive system of reporting which permits us to evaluate the achievement of individual pupils.

6.5 THE GOVERNING BODY AND SESSET

The Governing Body is responsible for all aspects of policy and for the general oversight of the School's management. Since 1990, its responsibilities have included control of the school budget of over £7 million.

Governors represent the local community, local businesses, parents and staff. We hope that you will feel able to contact them about issues which may arise. The Chairperson and parent governors may be seen as particularly appropriate channels of communication with the school. A full list of governors will be found in Appendix (I).

The school is formally part of South East Surrey Schools Education Trust (SESSET), www.sesset.org.uk, a multi-academy trust formed by the school in partnership with other like-minded schools so that parents and young people will see only the benefits of collaborative partnership with minimal impact on the day-to-day life of our communities.

6.6 THE PARENT-TEACHER ASSOCIATION

The School warmly welcomes the involvement of parents in the life of the school. All parents are automatically members of the Association. The PTA operates through a central committee and a series of groups. Each group is made up of parents and staff and has a

responsibility for a particular activity or function. The central co-ordinating committee consists of a small number of parents and staff representing the various groups.

Please see the enclosed sheet in your pack.

6.7 THE ASHCOMBE SCHOOL TRUST

The School has secured wonderful opportunities such as the Language College, the Arts Centre and Sports Hall in recent years because it has had access to funds beyond the delegated budget. We hope all new parents will seek to support our efforts to give all our pupils enhanced educational opportunities by making some contribution whether it is large or small to The Ashcombe Trust Fund. The Trust is a registered charity and is based on a covenant scheme, which allows the school to reclaim tax already paid on our gifts. Parents simply agree to make a monthly or yearly contribution and then the Trustees deal with all of the administration. If it is possible, we do ask you to support the scheme. All contributions are very welcome. **Please see the enclosed leaflet in your pack.**

6.8 KEEPING PARENTS INFORMED

In addition to all of the information issued as part of the Introductory Pack, regular letters and *Accent on Ashcombe* are issued during the year, and there will also be regular meetings for parents to enable you to find out more about the curriculum, social events and general organisation of the school. We hope you will support events and find them beneficial. The school web site (www.ashcombe.surrey.sch.uk) is a very valuable source of information.

7 SCHOOL UNIFORM

The School requires all parents to purchase items as indicated and the pupils wear the items listed below in the correct manner.

The Ashcombe School Uniform (as at June 2018)

The following list outlines the items are required and what the expectations are. It is important that pupils abide by these rules and that parents support the school by providing the correct items.

- The Ashcombe School expects and encourages every pupil to look smart at all times, which includes travelling to and from school.
- The School requires all parents to purchase items indicated and the pupils to wear the listed items below in the correct manner.
- The PTA are able to supply most items whilst some can be purchased from uniform sections in larger shops. The PTA will publish sale dates and times on the website and via CallParent.

Navy blue blazer with school badge. <i>From PTA only.</i>	
Plain white uniform style shirt with collar; long or short sleeves.	
White polo shirt with school crest. <i>From PTA</i> and only applies to the SUMMER TERM.	
School tie. <i>From PTA only.</i>	
Navy blue V-neck jumper with school crest. <i>From PTA only.</i>	
Plain black leather /leather type sensible shoes that can be <u>polished</u> - not trainers, shoes with logos or canvas	
Boys	Girls
Black trousers – school uniform style, not jeans/chinos or similar.	Black trousers – school uniform style and material only.
	Navy blue skirt – pleated, knee length. <i>From PTA only.</i>
Dark coloured socks – black or dark grey.	Plain white socks, flesh coloured or plain navy blue or black tights.

We would appreciate support with the following that do take up an unnecessary amount of time in school:

- Haircuts, styles and colour **must** be sensible and appropriate. Holiday-type braiding is not permitted.
- Jewellery is not permitted, except for **1 plain gold or silver stud earring in the lower part of the ear** and a non-expensive wristwatch. Any other studs are NOT permitted e.g. nose, lip or eyebrow. No rings or bracelets (unless for medical reasons).
- Make-up is not allowed in Years 7 and 8. For Years 9 –11 it **must** be discreet. Nail varnish, acrylic nails or similar are **not** permitted. Parents will be contacted to ensure the acrylic nails are removed.

- Leggings or brightly coloured socks are **not** permitted.
- Outdoor coats must be functional and without bold, large logos. Hoodies or similar type fabric tops are **not** permitted. Jumpers, other than the school version, must **not** be brought to school.
- Trainers must only be worn for sporting activities.
- Please note the type of shoes to be worn. Canvas, trainer or any type of shoes with logos will **not** be permitted. Parents will be contacted if the shoes do not meet the specification.
- The blazer must be worn to and from school and in school.
- The shirt must be tucked in at all times. All buttons, including cuffs, should be done up.
- The tie must be tied and worn correctly.
- The skirt must be of the correct length and not rolled. Alterations to the style of the skirt are not permitted. Please only purchase a skirt that is the correct length at the outset (allow for growth to save money). Parents will be contacted if the skirt does not touch the knee.
- It is preferable for the tights to be navy or flesh coloured but black may be worn if navy cannot be obtained.
- The white polo shirt can be purchased from the PTA for wearing in the Summer Term. This is optional.
- Please ensure all items are clearly named.

PE KIT

Essential

PE bag

1 red sports top with Ashcombe badge *From PTA only.*

1 pair **navy** sports shorts

Trainers

White ankle socks

Towel

1 rugby shirt, navy with reversible red band**
From PTA only

Optional/desirable dependent on activity/involvement

Football boots (*desirable*)

Long navy socks (*if playing football/rugby*)

Plain Navy jogging bottoms (*optional*)

Shin pads (highly recommended)

Gum shield (highly recommended)*

Ashcombe fleece top (*optional*) ** *From PTA only*

* Gum shields can be bought at local sports shops (unmoulded)

** A “warmer” top will be needed when the weather is cold.

The PE department will inform you of other kit options and a useful App for those who attend clubs/represent the school.

Basic Equipment

All pupils **must** have the following items and be properly equipped on a daily basis

(*indicates must have every lesson with their PLANNER)

Bag (ruck sack type with shoulder straps to prevent back strain)	Basic Geometry set
Pencil case	Scientific Calculator (<i>Maths Department sell these</i>)
*Pen including black or blue and green pen	Note book
*Pencil	Pencil sharpener
*Ruler	Coloured pencils
Eraser	A4 document wallet (to store individual sheets)
It would be helpful if pupil also had an English and French/German dictionary.	

THE SCHOOL GOVERNORS

The Chairman of Governors: Mr T McDonald
Vice Chairman of Governors Mrs C Coughlin

The following is a list of the members of the Governing Body, showing their category of appointment:

Elected by Parents

Mr J Baker, Dr R Green, Mrs E Lanyon, Mrs L Fownes Walpole, Mr A Frazer, Mrs J Newman, Mr K Persand

Staff Governor

Mr S Prior

Headteacher

Mr D J Blow

Co-opted Governors

Mrs M Brett, Mrs D Campbell, Mr M Giles, Mrs E Hinchliffe, Mrs S McDougall (support staff), Mrs K Palmer (teaching staff), Mr T McDonald, Mr N Russell, Mrs H Watson

The Governors can be contacted through the school.