

# Ashurst Wood Primary School

*The little school with a big heart*

Our vision is for everyone to have a love of life, a love of learning and a love of people.







# Welcome to Ashurst Wood Primary School



## Message from the Headteacher...

It is with great pride that I welcome you to our wonderful school.

### Parental quote:

The school is tremendous at bringing all the ages of their children together. Teaching good manners and respecting one another. The school's teachers take the time and execute great welfare and individual child wellbeing.

## Small and friendly

As we are a small school it means that I know the name of every child. Our staff know the children and families and our class sizes are never larger than 30.

## Happy

Ashurst Wood Primary School is a happy place. We take pride in our reputation as a supportive, friendly, and family orientated village school. If you are looking for a rural school in a beautiful setting that blends traditional values with modern technology, then you are in the right place.

## Igniting an interest in the world

Our teaching is stimulating and creative, which encourages our children to continue their education outside the school and become lifelong learners.

We want all the children to develop a love of learning and to become confident, caring citizens who are valued for their contribution to their community and the wider world.

Learning should be fun!

Having spent time in our care we are confident that your children will take many fond memories with them, and a preparation for the next stage of their education.

We sincerely hope that this will be a long and happy partnership with the school.

# The School Day



## School Hours

School gates open at 8.40am and the children go straight into class for registration. Learning starts promptly at 8.50am.

## Breakfast and After-School Clubs

We run a Breakfast Club from 7.50am, which provides a safe and nurturing environment for your child.

Our After-School Club runs until 5.30pm and children receive a light healthy snack. Further details can be found on the school website.

## Uniform

When consulting with parents, carers, staff and children the overwhelming majority expressed a preference for a school uniform. Our uniform was designed through consultation and can be purchased from:

<https://www.monkhouse.com/school/ashurst-wood-primary-school-urn-125929>

(Ties are available from the school office).

Parents are asked to send their children to school tidy and appropriately dressed for the weather of the day. School uniform reinforces school identity and eliminates 'brand fashion' and stigma.

## School Meals and Snacks

All children in KS1 have a free hot school meal provided by Chartwells. The meals are prepared off site, then delivered to school and steam cooked - a similar process to using a pressure cooker. This method is designed to ensure the food retains essential nutrients. There are no artificial additives or preservatives in the meals and special dietary requirements can be catered for. We encourage all children to have a hot school meal, however all children can choose to have a packed lunch if they wish. All meals are ordered by parents through ParentPay:

<https://app.parentpay.com/public/client/sec>



## Break-time and Drinks

We supply fruit to eat at playtime in KS1 and encourage our KS2 children to bring a fruit snack from home.

Milk is also provided free for children until their fifth birthday at which point parents can choose to purchase milk from

<https://www.coolmilk.com>

All children are encouraged to bring a water bottle to school.





School Organisation

We have a two KS1 classes

Owls	Hawks
A class of up to 20 Reception and 10 Year 1 children.	A class of up to 10 Year 1 and 20 Year 2 children.
KS1 children are taught in single year groups for Science and Forest school. Daily for phonics, reading and maths.	

We have three KS2 classes

Falcon Class	Kestrel Class	Eagle Class
A class of up to 20 Year 3 and 10 Year 4 children.	A class of up to 10 Year 4 and 20 Year 5 children.	A class of approximately 20 Year 6 children.
KS2 are taught in single year groups for Science and French.		



Dedicated Staff

I am very proud of our exceptionally experienced and dedicated staff, who ensure that all our children are well supported to achieve their true potential and work hard with families to overcome any barriers to learning.

Parent quote:

My child loves the sporting events he does through the school. He also loves lessons that are a bit out of the ordinary or imaginative. As a school you have always made sure he is stretched and challenged. He also feels completely safe and confident socially: that is down to the supportive atmosphere of the school and the kindness of the staff.







# Our Rich Curriculum

## Planned

Our curriculum is carefully planned to meet the needs of our children and our community whilst still covering the knowledge, skills and understanding set out in the National Curriculum.

Our curriculum is organised into three stages.

Early Years Foundation stage – Reception

KS1 - Years 1 and 2

KS2– Years 3 to 6

## Early Years Foundation Stage – Reception

The EYFS curriculum is based on seven areas of learning:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Art and Design

## In KS1 and KS2

The areas of the curriculum covered in these stages are:

- Mathematics
- English
- Science
- Computing
- History
- Geography
- Languages – French
- Art and Design
- Music
- Design Technology
- Physical Education
- Religious Education
- E4S (Education for Safeguarding including: Personal, Social Health Education, Sex and Relationships Education, Economic wellbeing and citizenship.)
- Music

In KS1 the delivery of these subjects is through continuous provision.



The Little school with a big heart





## Our Rich Curriculum

### Our Children learn by:

- Understanding, developing and sharing ideas.
- Developing self-motivation and a desire to discover for themselves.
- Making sense of the world and their place within it.
- Acquiring skills and knowledge and using them appropriately.
- Being able to work, play and co-operate with others.
- Knowing when to work with others and when to work independently.
- Understanding the need to manage their own behaviour.
- Being able to adapt to different situations.
- Being able to make connections and be able to transfer skills and knowledge appropriately.
- Enjoying new experiences and challenges.
- Being resilient – accepting that making a mistake is part of the learning process.



### Before they leave us, every child will have:

- Built a fire
- Used knives and saws
- Performed on stage
- Learnt to play an instrument
- Played in the mud!
- Represented the school in sporting events
- Cooked a variety of food
- Learnt to swim



# The wider Curriculum



## Wide Variety of Clubs

Children at Ashurst Wood Primary School have the opportunity to take part in a range of after school clubs, usually from 3.25pm – 4.25pm including:

- Dance
- Drama
- Football
- Karate
- Netball
- Art
- Computing
- Board games



## Sport

Our children are offered a wide variety of opportunities to enable them to undertake sport activities they enjoy and continue these outside of school.

All children are encouraged to achieve their potential and appreciate the value of physical activity as part of a healthy lifestyle.

We have excellent facilities and provision with the recent installation of an outdoor gym and specialist teachers.

## Previous sporting achievements include:

- Winners of Area Sports
- Winner of the Mid Sussex Cross Country Run
- Winners of the area Stool ball competition
- Platinum School Games award





# Inclusion: A Curriculum for all



## Assessment and Progress

The progress of each child is reviewed every term in a meeting with a member of the Senior Leadership Team and the Class Teaching Team.

From this, we put in place any support that is required to reinforce or extend learning. In this way we strive to ensure that each child reaches his or her full potential.



## Assessment Procedures

Children sit three short online assessments, one each term. These assess reading and mathematics. The children also sit a spelling & grammar paper-based assessment each year. The results of these assessments are shared with parents at the following consultation or earlier if there is a concern and are used to inform planning and provision for the following term's teaching and learning. Teachers and teaching assistants are making formative assessments each day and feeding back ways to improve to the children every day.

## Special Educational Needs

Sometimes children may be identified as having Special Educational Needs. Children with such difficulties are placed on the school SEN register, which is confidential to teachers and parents. Their progress is closely monitored and reviewed at regular intervals by the SENCo, the teacher and parents. For parents of children on the Special Needs Register (SEND) there are also IEP (Individual Educational Plan) Review Meetings that they are invited to attend where a child's specific support and progress is discussed.





# Behaviour and Self-Development


## High Standards

At Ashurst Wood, we expect a high standard of behaviour from our children. Good behaviour is not automatically learned but needs to be taught, modelled and supported by parents. All staff, both teaching and non-teaching, closely follow an agreed approach. We actively seek out good behaviour praising and encouraging children at every opportunity.

As a small community, we ensure that all children understand the rules and boundaries within the school and place high expectations appropriate to their age and stage of development. We establish and build upon mutual respect, good manners, tolerance, fairness and consideration of the needs of all members of our community.


**Bad behaviour** rarely occurs but when it does we employ a variety of strategies. If unacceptable behaviour persists then parents are informed and invited to discuss the problem with the Class Teacher and Headteacher. We will work together at all times to resolve the situation.

**Bullying:** Verbal or physical abuse by an individual or group is **NEVER** tolerated. Children are encouraged to use a variety of ways to inform adults if they have a problem with another child. For further information please refer to our Friendship and Anti-Bullying Policy and Behaviour Policies on the school website.



### Ashurst Wood Behaviour Charter RRS

Be READY	Be RESPECTFUL	Be SAFE
We arrive at school on time, every time	We always listen when an adult is talking	We follow instructions first time and every time
We get to lessons on time	We are polite and show good manners to everyone	We stand up to bullying of any kind
We wear our uniform with pride and have the right clothes for PE and playing outdoors	We respect differences and know we are all equal	We walk sensibly around the school
We make sure we have the right equipment for all lessons	We look after equipment and share it	We know who to go to for help and support
We take part fully in lessons and show resilience	We look after our environment and never drop litter	We stay safe online and outside school
	We queue sensibly and always tidy up	



**The school has a behaviour charter which is displayed in every classroom.**

**Our School Charter (RRS)\***

Ready to learn

Respectful of everyone

Safe in our behaviour



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# safe and sound



**Keeping pupils and staff safe** is the paramount responsibility of the school. All staff and regular visitors to school have to be DBS checked before they work alongside your child. Sports coaches, musicians and other experts invited to work in school have their DBS record checked.

Our Internet access is filtered through a protected system and we observe children working to ensure they use only appropriate sites and materials. For further information please refer the Safeguarding Policy on the school website.

Parent quote:

You provide a nurturing, enriching and confidence building environment for our children. I see my child as a very happy and well-adjusted individual who feels he belongs. I am very happy with his academic progress but more importantly I see him growing as a kind and happy person.

Parent quote:

You encourage children to play an instrument each year. You continue with Forest Days. Even though you are a small school, you achieve so much.

Complaints

Occasionally a parent or member of the public may have a complaint or concern about the school. We aim to deal with any such occurrence openly, fairly, promptly and without prejudice.

Our **Complaints Policy** details in full how we handle complaints and is available from the school office or on the website.



# Getting Involved



## Voluntary Helpers

We value the contribution of parents and family and we actively encourage your help during the school day. Parents and family help with a variety of activities which include reading with the children, helping to choose library books, art activities, cooking, Forest Schools and an extra pair of hands on educational visits. We accept all help gratefully. All regular volunteers must have a DBS before they commence work in the school.

## Governorship

The Governors’ job is to:

- Set the school’s vision and strategic aims – achieved through agreeing plans and policies and making creative use of available resources.
- Monitoring and evaluating performance and acting as a ‘critical friend’.
- Ensuring the school is accountable to the children and parents it serves and the local community – achieved through regular reporting.

## Parent Teacher and Friends Association (PTFA)

The PTFA is a group of parents, carers, teachers and friends from the Ashurst Wood community who get together to raise money for the children and the community. Money raised enables access to resources and experiences that the school budget does not cover. It is a friendly and vibrant group of people who actively welcome new members.

At Ashurst wood we are lucky to have a committed governing body who work hard, devoting their energies and time for the benefit of our children. Among other things we attend regular meetings and sub-committee meetings, visit school regularly, meet with staff regularly and get involved in the life of the school. Should the need arise the Governors can be contacted at any time by emailing: [clerk@ashurstwoodprimary.co.uk](mailto:clerk@ashurstwoodprimary.co.uk).

## Do you want to be a governor?

Our Parent Governors give voice in decision making. They are elected by parents through a ballot. If you are interested in becoming a governor, please contact the clerk on the email address above.





# Miss School Miss out

## Attendance

We place great importance on regular attendance and encourage our pupils to understand the value of full attendance. A detailed Attendance Policy can be found on the school website. The main points are outlined below:

## Punctuality

It is important that your child arrives on time. The school gates will be closed at 8.50am for the children to start lessons.

## Absences

If your child does not attend school regularly:

- They do not know the work
- They will get left behind in their learning
- They begin to feel left out
- They may have to rebuild friendship groups
- They may begin to lose confidence in learning

## Attendance expectations

The government states that children are expected to attend at least 96% of school sessions. Schools are no longer able to authorise holidays in term time. Parents complete an absence request form (available from the office) if they wish to ask for time off learning in exceptional circumstances. If parent chooses to take their child on holiday in term time the absence will be unauthorised and may incur a fine.

### Parent quote:

It's a warm and friendly school. There is a positive attitude to learning and extracurricular, although not competitive between the children. The forest school is really fantastic. The creative work is fantastic, art and music are held in high regard and encouraged. The staff are kind, supportive and helpful. There is a fun energy to the learning and the children seem very enthusiastic to learn.



## Partnership with Parent and Carers

We regard our partnership with parents and carers as crucial and the key to this is good communication. Listed below are many of the ways in which we endeavour to share information and build good relationships with our parents, most important is our 'Open Door' Policy.

The Headteacher or members of the Senior Leadership Team are on the school gate every morning and are available to answer queries or relay any information that needs to get to the teachers immediately.

Teachers will see the classes out at the end of the day and are available for any catch up conversations. Should parents want an extended conversation, please make an appointment to meet with the teacher after-school.

The Headteacher has a 'Headteacher drop in' time available to all once a week.

### Some of the ways we work in partnership:

**Open Door Policy:** explained above.

**Consultation Evenings:** these are held throughout the year in order that parents can discuss their child's progress with the teacher, by appointment.

**Open Days/Evenings:** an opportunity for parents to look at their child's work and to look around the school at work going on in other classrooms.

**Reports:** parents receive termly reports at the end of each term. This details the child's progress, attendance and outlines targets for the next stage of learning.

**Reading Diaries:** a book in KS1 and online in KS2 which both parents and teachers can communicate about a child's reading and reading books.

**Weekly Newsletter:** sent via e-mail detailing important information and current news.

**Parent Workshops:** opportunities for parents to learn about a specific area of learning (sometimes with their child in the classroom).

**Parent Information Leaflets:** outline how we teach core skills in school so that parents are more confident in / feel able to support their children at home.

**Governors Annual Parent Questionnaire:** an opportunity for parents to voice their opinions and views about the school.

**PTFA and Social Events:** opportunities to meet other parents, make friends and support the school.

**Parent Forum:** one parent representative from each year group meets with the Headteacher and a Governor six times a year to work on projects and ideas to improve the school.





# Our community



## Ashurst Wood Village

Ashurst Wood is a village and civil parish in the Mid Sussex District of West Sussex. It is 1 mile (1.6 km) to the southeast of East Grinstead just off the A22 arterial road, and sits within the High Weald area of natural beauty. In 2000, Ashurst Wood became a civil parish and a Parish Council was formed. The village has a history of agriculture and farming, and contains a church, village hall, primary school, a public house, a general shop, Post Office and several small business premises. Bus routes run through the village with destinations to East Grinstead, Crawley, Tunbridge Wells and Uckfield.



## East Grinstead Group of Schools (EGGS)

Ashurst Wood Primary School is part of a thriving community of schools who are committed to raising the achievement of all learners in our community through collaborative networking.

## Ashurst Wood Community Pre-School

The Pre-School is based on the grounds of Ashurst Wood Primary School. This means the children are already familiar with "Big School" and regularly play in the playground and hall; they can make friends with many of the children who will be in their Reception class. The Pre-School's own resources are extensive, and relationships between both school and pre-school organisations are very close with the Pre-School being included in many aspects of the school life.

More details about the pre-school can be found by following the link below.

<http://www.ashurstwoodpreschool.co.uk/>

## St Dunstan's Church

The school has a strong relationship with St Dunstan's Church. We visit the Church to enhance the curriculum and hold services in the Church at key points in the year. The Reverend also takes assemblies in the school. If you would like to find out more about the Church visit

[www.frawcechurches.org/](http://www.frawcechurches.org/)





## Forest Learning Days

### Forest Schools

The Forest School approach demands that the outside space is not seen as merely a place where children go to burn off energy. The divide between indoors and outdoors is broken and children learn in and from nature. They are given freedom to direct their own learning and enter into a certain amount of 'risky-play'. The rich variety of activities on offer and the sense of independence can have very positive effects on a child's intellectual, cognitive, physical and emotional development. The benefits of outdoor learning have been identified as being those of:

- increased self-esteem and confidence
- improved social skills
- development of language and communication skills
- improved physical motor skills
- improved motivation and concentration
- increased knowledge and understanding of the environment

We run Forest School sessions at Ashurst Wood using the local woodland with the kind permission of the Eichner family as well as the school grounds.

The children explore this exciting environment throughout the year following a bespoke Forest School curriculum, earning certificates and badges as they acquire their Forest School skills and knowledge.



FOREST SCHOOL

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## Admissions

Prospective parents are welcome to arrange a visit to the school via the school office.

### Admission into Reception

In West Sussex all children start Reception full time in September. However, if there are any concerns we can offer a staggered intake process on an individual basis. Application forms are available via the West Sussex County Council website. Formal offers of places are sent out in accordance with the Local Authority's policy and agreed timetable.

### Admission into other year groups

If you want your child to come to Ashurst Wood Primary, please contact West Sussex County Council to make an application.

## Applications

Making sure you have chosen the right school for your child is vitally important; we welcome visits from prospective families and relish all opportunities to show you our impressive facilities and vibrant learning environments. The Head Teacher will be happy to take you on a tour of the school and answer any questions you may have.

If you would like to arrange a visit or receive further information about the school please telephone our school office on 01342 822584 or email: [office@ashurstwoodprimary.co.uk](mailto:office@ashurstwoodprimary.co.uk)

Applications for a place at our school should be made through the Local Authority, either by applying online using the link at the bottom of the page or by post to:

Admissions  
County Hall North  
Chart Way  
Horsham  
West Sussex  
or by telephone: 03330 142903  
fax: 01403 240158.

For any queries, please email:  
[admissions.north@westsussex.gov.uk](mailto:admissions.north@westsussex.gov.uk)



# Our Vision



## Our Vision

**Our Vision is for everyone to have a love of life, a love of learning and a love of people.**

**Ashurst Wood Primary school**

School Lane  
Ashurst Wood  
East Grinstead  
West Sussex  
RH19 3QW

Tel: 01342 822584  
Web site: [www.ashurstwoodprimary.co.uk](http://www.ashurstwoodprimary.co.uk)  
Email: [office@ashurstwoodprimary.co.uk](mailto:office@ashurstwoodprimary.co.uk)



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