



Starting at Ashbrook School

New Entrants Information for parents and carers

(Updated: January 2026)

Contact

Main office **01908 561366**

Email for queries and communication contact@ashbrookschoo.net

[Please do not email school with matters which may require an urgent or same day response, we recommend telephoning in those circumstances).

Parents can also contact via MCAS (My Child at School) by going into the Messages section.

Ethos and Values

Ashbrook School actively promotes a warm, caring community where our diversity is recognised, valued and celebrated and there is a strong commitment developing a sense of belonging.

This is reflected in our school tagline: *Where Every Child Belongs: Celebrating Diversity, Creating Unity*".

Our school values are:

- Co-operation: Working together and helping each other, like sharing toys and playing as a team
- Respect: Thinking about how others feel and treating them nicely
- Caring: Being kind to friends and making sure they feel happy
- Patience: Waiting your turn and staying happy while you wait
- Perseverance: Trying again and again, even when it's tricky
- Responsibility: Doing your part to help, like cleaning up toys and being a good friend

Curriculum aims at Ashbrook

These aims are displayed in all classrooms and around the school. Our aims for the children are to be:

- successful learners
- confident individuals
- effective contributors
- responsible citizens

It is important that our children understand what these aims mean and so we discuss them in assemblies and throughout the school.

Overall Aims of our school

- To create an inclusive culture of achievement, high standards and high expectations, where all children are appropriately supported to achieve their potential
- To promote the spiritual, moral, social and cultural development of all of our children
- To enable all children to use language and mathematics effectively
- To ensure that all children have equal access to effective teaching and learning in all areas of a rich, broad, balanced curriculum
- To develop sensitivity, friendliness, courtesy and tolerance towards others
- To help children develop lively, enquiring minds, the ability to question and discuss rationally and to acquire knowledge, skills and understanding relevant to a fast-changing world

- To be a school dedicated to self-evaluation, ongoing review and continuous improvement
- To work in partnership with parents/carers and our immediate and wider community for the greater benefit of all children's education

Thinking of our values and aims

Our school values support us in achieving our ambitions. They help us to make great choices with our learning and behaviour.

It feels very special to be a part of our Ashbrook family!

Each week we focus on a particular 'school value'. Our school values link with the British Values and our PSHE/Jigsaw learning (*linked to the IFL safeguarding curriculum*). They help our children to understand other people's feelings, wishes and rights. Assembly time is used to explore our values and learning aims. We celebrate the children's achievements in demonstrating the values on a daily basis with our stars in the jar and class rewards. These are revisited through our 'school celebration awards' presented every Friday and at the end of each half term.

School Information

The school day

The school gates will be opened at **08:30**. **Our school day starts at 08:40**, please support your children to line up on the playground where they will be met by their class teacher. Foundation children will be welcomed at the gate and door to the Foundation area. The school gates will close promptly at **08:45** and any children who are late **must** report to the school office via the front door. Parents will be asked to sign their child in via the Inventory system.

We recommend for wellbeing and health, and to avoid congested roads, to walk, scoot or cycle to school wherever possible. Parking around school is always difficult, therefore please try to park a few streets away. We value our community links so ask that parents are respectful and do not park on driveways or neighbouring properties. We also have a safe space just inside the school gates for bikes and scooters.

Our school has a breakfast and after school club available for out of school care. Breakfast club is available from **07:45** at Ashbrook School and after school club is held at Holmwood School and Nursery. Children attending after school club walk together with a team of adults from Ashbrook to Holmwood School.

15:05 Gate will be opened for parents. **15:10 End of day routines**. Elephants class will be collected at the covered area gate on the playground. Leopards class will be collected from the door with a ramp to the side of the covered area. Year 1 and Year 2 classes will be led onto the playground by staff for collection. Please wait for the staff member to send your child to you so that we can see all children out safely. **You may authorise another adult to collect your child by prior arrangement with the class teacher, by email or by phoning the school office.** *Children who are not collected promptly will be walked to the after-school club at Holmwood School (*There will be a cost incurred for this*).

Holidays and other absence during term time

Schools are not allowed to authorise requests for children to be taken out of school in term time unless there are "exceptional circumstances". If you take a holiday which is not authorised by the school, then we may refer the matter to the Local Authority who will consider the issue of a Fixed Penalty Notice.

Fixed Penalty Notices (FPN) are issued to each parent and are for each child. A FPN is £80 if paid within 21 days, and £160 if paid between 22 and 28 days. If the fine is not paid, parents will be prosecuted in the magistrates' court.

If a FPN is issued, it will be one fine to cover the whole period of the absence. So the fine would be the same amount for an absence of five days or 10 days.

School uniform - all uniform must be named please

As part of our uniform policy, please be aware that **we only require either a jumper or a cardigan to be branded with our school logo**. All other uniform can be purchased from other outlets.

Our uniform is:

- Ashbrook logo jade green jumper or cardigan (*required*)
- White or jade green polo shirt (*required*)
- Grey trousers, black jogging bottoms, grey skirt (*required*) or pinafore (*optional*)
- Green gingham dress for warmer weather (*optional*)
- White or grey socks (*required*)
- Black shoes/trainers - buckles or Velcro if your child is unable to tie laces (*required*). We do NOT recommend the wearing of boots as these are very uncomfortable for our children when sitting/working on the floor.
- Wellington boots in a named bag to be kept in school

Children come to school wearing PE kit on the days specified for PE and or any sporting events.

Our PE Kit is:

- Jade green t-shirt (*required*)
- Black PE shorts (*required*)
- Black sweatshirt or hoodie for outdoor PE (*required*) Please ensure this is plain and does not contain any logos
- Black jogging bottoms for colder weather (*required*)
- Trainers for outdoor PE (*required*)

On the days that we may have slight rain, children will still continue their PE outside so it is advisable that a waterproof jacket is sent in with your child. Children can also choose to wear hats and gloves (*weather and activity dependant*).

NO earrings to be worn or must be taped up before coming to school. Long hair must be tied back for PE.

Book Bags

Each child requires a book bag. These can also be purchased from Maisies. **Book bags need to be in school daily** as children change reading books regularly and will also bring home word building resources and phonics books.

Water Bottles

You will need to provide your child with a named water bottle to bring to school **every day, for use in the classroom** (please ensure the bottle contains **plain water** only). Please do not place bottles inside book bags for transport, as the books invariably get wet and spoiled.

Lunch

All children at Ashbrook School are entitled to a free hot lunch or a free packed lunch every day. If you would like your child to have school lunches you can order them online via ParentPay at

<https://www.parentpay.com/>

New parents will receive a letter from ParentPay with a unique username and password. Once you have logged in you will have the opportunity to change your user details.

Communication

All parents will receive logins for 'My Child at School' or MCAS. This is the system for communicating and sending alerts to families. We share information from our school website [www.ashbrookschool.co.uk] so that all relevant information is available to parents and carers.

We highly value our face-to-face conversations. A member of the school leadership team, usually Mr Ainscow, the headteacher will be on the school gate daily. Parents can also speak with teachers at drop off and collection time. We ask that only urgent matters which can be quickly passed on are shared in the morning as teachers are taking the children inside. It may be better to wait until the end of the day or contact the school office for us to pass on information.

Parents are welcome to arrange to meet with teachers during the school year if any concerns should arise, which cannot wait for the usual parent consultation schedule.

Sway newsletter

Every Friday at 15:00 the school newsletter, produced in Microsoft Sway, is shared with parents via MCAS and uploaded to our website and social media accounts. The newsletter contains updates from each year group about the learning from the week and what is coming the following week. Please do take time to read. We also share the

wonderful learning experiences through photos and videos. Additional celebrations for awards are included in the Sway newsletter.

Website

Our school website contains a wealth of information for parents about all aspects of the school. You can find information about: curriculum, our statutory information, staff, school clubs, pupil leadership at Ashbrook, past letters and newsletters and all upcoming dates for the school year.

Homework

Having chosen to send your child to our school there is an expectation that you will support him/her at home. In the weekly Sway newsletter, each year group will outline suggested homework activities which link to the learning in school. If you have any questions about homework and home learning, then please speak directly with your child's class teacher.

It is **vitaly important** that your child spends time outside doing physical activity as this greatly helps their overall development. 'Messy' play is good!

Parent Consultations

Parents are invited to meet with class teachers in the autumn and spring terms to discuss progress and wellbeing. It is an important time to share the successes and focus on small steps to success too. Appointments are made via MCAS.

Sickness Absence

If your child is unwell and they will not be attending school, please send the school office a message via MCAS, email contact@ashbrookschoo.net or call 01908 561366 before 8.50am on the day of sickness, providing details of their illness.

We have a strict 48-hour policy on vomiting and diarrhoea. If your child has either of these symptoms, please do not send them back to school until 48 hours has passed since their last episode, even if they are feeling better. Tummy bugs are highly contagious, and it is imperative that we prevent children and staff from catching them.

Health and Medical

From time to time your child may need cream, medicine etc. We ask that all creams, etc are brought to the school office so that we can manage this with your child. A form must be completed for all creams and other medication. For non-prescribed items, we will discuss on a case-by-case basis and make a decision as to when and how this may be needed. **Please note that children should not have any creams or medication (prescribed or non-prescribed) in school without following the agreed procedure. Items should not be left in the childrens' bags.**

Prescribed medication

Please inform your child's teacher and the school office if your child needs medication during the school day. Medication such as inhalers, epipens and antihistamines will require a care plan to be completed.

We are happy to administer medication if it has been prescribed by a doctor and is required to be given 4 times a day. Please bring the medication to the school office where a consent form will need to be completed.

Medicines kept in school will be sent home at the end of each half term for you to check the expiry date.

If your child becomes unwell during the school day, we will contact you and offer the option of giving them Calpol if they have a raised temperature or are in pain. We will need you to send a message via MCAS to provide authorisation. Please note that we cannot administer any medication without your written consent.

Should your child have a bumped head accident at school, he or she will be given a relevant sticker and you will be receive a phone call with details of the incident – **please ensure we have at least 2 emergency contact numbers and that numbers are kept up-to-date at all times**

If your child requires medical treatment in school a note will be sent home in their book bag.

Forest Fun

The children at Ashbrook have access to our 'wild area' on the school grounds. Behind the Year 2 classrooms is a small, wooded area which is gated off. We go outside for 'Forest Fun' and we will get dirty! Waterproof clothing is provided when needed but you are welcome to send in a change of clothes labelled in a named bag for their peg. Can we also ask that all children have a named pair of wellies that can be left in school.

Milk in School

Free milk, funded by the UK Government, is available for all children aged under five in school. In our school, this milk is provided by Cool Milk, the UK's leading school milk supplier. **You will need to register your child with Cool Milk to ensure they receive their milk in school**, there is an information leaflet out how to register in this pack. Shortly before your child turns five, you will be offered the opportunity to pay a subsidised rate for your child to continue to receive milk.

Parental Consent

We have included some information about procedures and activities that your child will be involved during their time at Ashbrook School. We require consent for these activities and acknowledgement that you are aware of them. ***New starters:** Please read the information and **complete and sign the consent form on the back of your admission form.**
*Current children: Please check consent via MCAS. If you have any queries then please contact the school office on 01908 561366 or email contact@ashbrookschool.net

1. Photographs in school/on the website

There may be times during the term when your child could be photographed during the school day, not just for assessment, but also to feature in school events. The photographs may be used in school or displayed on the school's website or social media. We never supply the names of children with any photographic evidence collected.

2. Taking children off the premises

We would like to take the children out of school from time to time into the local area of Two Mile Ash, to help us teach them difference aspects of the curriculum such as geography, environmental studies and science. All visits would be on foot, therefore there would be no cost involved, and we would be following LA guidelines on educational visits.

If a trip out of school involves coach travel to any destination away from Two Mile Ash we will, of course, continue to ask for your permission.

3. Use of the internet and devices

At school the children will have access to the internet to support their learning. As part of our educational offer, the children will use devices to access content and a range of programs to enhance their learning. On the consent form we ask your permission for your child to have access to these facilities and that you agree to the following statements:

- I understand that some material on the internet may be objectionable but that the school has undertaken to eliminate, as far as possible, the chances for pupils accessing such material, and that I accept responsibility for setting standards for my child to follow when selecting, sharing and exploring the internet.
- I understand that pupils will be held responsible for their actions.

4. School Nursing Team

We work closely with the School Nursing Team. On an annual basis they request information on the children that have started at our school.

5. Universal Infant Free School Meals

All infant school aged children are entitled to a hot school meal or packed lunch provided by the school as part of the Government initiative 'Universal Free School Meal'. We contract out this service to Chartwells who use an online ordering service provided by ParentPay. All information handled by ParentPay is processed in accordance with General Data Protection Regulations. Your child will automatically be registered for this service, and you will receive an activation letter during your home visit to enable you to order lunches for your child. This service is not dependent on your family income, however if your family does receive certain benefits then our school is eligible to receive extra funding. We would therefore be grateful if you could please fill in the relevant section on the admission form. If any of this information is unclear or you are unsure if you are eligible, please ask the office staff for help.

6. **Food sampling**

The children will have many opportunities to taste different types of food as part of the curriculum. We require permission for your child to participate in these food tasting sessions. Please complete the section at the bottom of the consent form if your child has any allergies.

7. **Care of reading material**

It is our policy to encourage children to take home both library and reading books, but we feel the need to ask you to be responsible for these if lost or damaged. We hope you will help your child to take care of their books as they are expensive to replace. School book bags can be purchased from our uniform supplier. This provides a means of transporting books safely and cleanly between home and school. If a book does get damaged or lost we will ask for you to reimburse for the full amount.

8. **Nut Allergy**

Please note that we have children in school with nut allergies. A potentially life-threatening reaction may occur if these children come in contact with nuts. This could occur through touch – including close contact with a child who has eaten a nut product – not just from eating nuts themselves. For children with packed lunches, **please ensure not nut products are included in their lunch box** – this includes **peanut butter, Nutella and other chocolate/nut spreads, satay dips or satay coated products, as well as peanuts and other nuts.**

9. **Educational visits and trips**

As part of the curriculum children will be taking part in school activities outside the school premises and local area and perhaps outside school hours. We will always write to you requesting your consent for your child to attend these events. We have a School Visits and Activities policy and we follow Milton Keynes Council's Off-Site Visits and Related Activities guidance. However, we ask for your consent should urgent medical treatment be needed in circumstances where it is not possible to contact the parent. In this situation, we hope you would be willing to agree that the teacher-in-charge of any party may give the necessary consent on your behalf.

Privacy Notice (How we use pupil information)

Why we collect and use pupil information?

We collect and use pupil information under our legal requirements to provide education. The main pieces of legislation are:

- The Education Act (various years)
- The Education (Pupil Registration) (England) Regulations
- The School Standards and Framework Act 1998
- The School Admissions Regulations 2012
- Children and Families Act 2014
- The Special Educational Needs and Disability Regulations 2014

We use the pupil data:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law regarding data sharing
- To share data for statutory inspections and audit purposes

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information
- Special Education Needs information
- Exclusions/behavioural information
- Personal information about a pupil's parents and/or other relatives (such as name, contact details, relationship to child)
- Consent to provide pupil information to provide school meals, milk and communication with parents

Collecting pupil information

Whilst the majority of pupil information you provide us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data for varying lengths of time depending on what the information is.

- Data is held on our pupil database for 7 years
- Assessment information – held until the child is at the end of Year 8
- Accident log book – child's date of birth +25 years
- Safeguarding paperwork – child's date of birth + 25 years
- Attendance registers – 3 years from date register ceased to be used

Who do we share pupil information with?

We routinely share pupil information with:

- Schools that the pupil's attend after leaving us
- Our local authority (Milton Keynes Council) <https://www.milton-keynes.gov.uk/your-council-and-elections-information-and-accounts/data-protection-and-confidentiality>
- The Department of Education (DfE)
- School Nurse - to enable the school nurse team to carry out statutory screening
- Parentmail – to provide communication services between the school and parents/guardians
- Coolmilk – to provide free milk to children under 5 years old
- Chartwells/Parentpay – to provide hot lunch service

Why we share pupil information

We do not share information about our pupil with anyone without consent unless the law and our policies allow us to do so. We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the local authority (LA) and the Department of Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. The information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of the information is then sorted in the NPD. The law that allows this is the The Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- Who is requesting the data
- The purpose for which it is required
- The level and sensitivity of data requested: and
- The arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention of the use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact dpo@iftl.co.uk

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked or erased or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns>

Contact:

If you would like to discuss anything in this privacy notice, please contact:

- By post to the DPO, Ashbrook School, The High Street, Two Mile Ash, Milton Keynes, MK8 9AB
- By phone on 01908 260596
- By email at dpo@iftl.co.uk