



WEST SUSSEX COUNTY COUNCIL

## ASHURST CE AIDED PRIMARY SCHOOL

SCHOOL LANE, ASHURST, WEST SUSSEX, BN44 3AY

Headteacher: Mrs S Smith BA (Hons) RE & English, PGCE, CNPQH

[www.ashurstcofe-pri.w-sussex.sch.uk](http://www.ashurstcofe-pri.w-sussex.sch.uk)

Email: [office@ashurstcofe-pri.w-sussex.sch.uk](mailto:office@ashurstcofe-pri.w-sussex.sch.uk)

Telephone: 01403 710426



14<sup>th</sup> November 2024

Dear Parents and Families,

What a busy first half term we had, and the second half is just as full of exciting news and things to prepare and celebrate.

Firstly, we are delighted to have received our OFSTED inspection report, we asked for a couple of factual inaccuracies to be changed and when we receive the final amended report we look forward to sharing it with you.

### Staffing News

We are pleased to inform you that Mrs Uff has accepted a secondment as Co-Head Teacher at St Mark's CE Primary School in Staplefield. She will continue her teaching commitment at Ashurst until the end of this term and we look forward to working with her again later next year. We will update you on the changes to the staffing in Owl class in due course. We are also delighted to announce that Mr Fowler has accepted the position of part time teaching assistant in Mouse class, and Mrs King has accepted the other part time position. We look forward to welcoming her to Ashurst in the near future.

### Governors Vacancies

The Governing Body currently have a vacancy for a Parent Governor, we are very fortunate to have such a strong Governing Body and if you would like the opportunity to stand for election please read the information at the end of this newsletter. If you would like paper copies of these forms, they are available from the office.

### FAPS:

You may have noticed in the playground that there are two new storage sheds, one is for children's wellies so that they can play on the field more when it is wet or muddy and the other is for playground equipment. We have been able to buy these items as a direct result of FAPS wonderful fundraising- and your generous donations. Thank you all so much!

### Annual Sponsored Walks

Thank you for your support and generous donations totalling £363; we were able to donate £121 to each of our chosen charities: Chestnut Tree House, The Wholesome Warehouse, and Team Trees.

' Achieving Together with Love, Hope and Joy '

### Music Tuition

Mr Smith continues to give private flute lessons in school on Monday afternoons, and has spaces available. If you would like more information please contact the school office.

### eSchools Lite App

Did you know that a very quick and easy way to access school dates and information is by downloading the eSchools Lite App? It has links to the school calendar, latest newsletters, online safety information and school contact details.

### Dates for your diary

We thought it would be helpful for all our families to explain what is happening over the next few weeks regarding KS2 Christmas Performances and rehearsals, Mouse class Nativity and the other seasonal activities we love to do at Ashurst!

### KS2 Christmas Production

As you may be aware, this year we are performing our KS2 (Squirrel and Owl Class) Christmas Production in Ashurst Village Hall. To ensure that children are fully prepared, we will be holding some of the rehearsals in the village hall.

Where indicated, please could you bring your child/ children to the village hall at morning drop off where school staff will be ready to receive them.

DATE	REHEARSAL VENUE	TIME
Tuesday 26 <sup>th</sup> November	Village Hall	8.30-9.00 as normal drop off
Friday 6 <sup>th</sup> December	Village Hall	8.30-9.00 as normal drop off
Tuesday 10 <sup>th</sup> December	Village Hall	8.30-9.00 as normal drop off
Friday 13 <sup>th</sup> December	Village Hall	8.30-9.00 as normal drop off
Monday 16 <sup>th</sup> December TBC	Village Hall	8.30-9.00 as normal drop off

Children in Squirrel and Owl class will be entertaining us at two performances:

DATE	PERFORMANCE VENUE	PERFORMANCE TIME
Friday 13 <sup>th</sup> December	Village Hall	Matinee at 2pm Parents/families of performers may collect after the performance by prior arrangement with the school
Monday 16 <sup>th</sup> December	Village Hall	Evening performance at 6pm please drop off between 5.30-5.45pm

Tickets will be available to book shortly.

### Christmas Post Box 2.12.24

Our Christmas post box will be in the library from Monday 2<sup>nd</sup> December; children can put Christmas cards in here for friends and staff. It is emptied regularly and the contents distributed by children in Y6.

### Advent Service 4.12.24

Our advent service is on Wednesday 4<sup>th</sup> December and takes place at St James' Church. It begins at 2.45. We will walk down with the children at 2.30 - you are most welcome to join us. If you would like to collect your children from the church please notify us beforehand so that the children have their things with them.

### Christingle Making Monday 9.12.24

With the help and support of members of the village and PCC, children will make their own Christingle and become more familiar with this tradition. The Christingles will be ready to take home that afternoon.

### Santa Dash/ Santa Stroll Tuesday 17.12.24

Children are invited to wear a Christmas themed jumper or top and a crazy Christmas hat for our Santa Dash/ Stroll. This takes place around the field or on the playground and children can choose which one they would like to participate in.

### Christmas Party Tuesday 17.12.24 1pm

Owl class create a list of desired party food which will be available the week prior to the party. We would really appreciate it if you could tick off a couple of items that you are able to provide.

Fresh food can be brought into school on Tuesday morning; crisps, biscuits, drinks and cakes can be brought in from Monday 16<sup>th</sup> December. Please do not provide food which requires cooking; we do not have the capacity to do this. Children can bring in their party clothes in a bag with them on Tuesday; they will change into these after lunch.

They do still need a lunch as the party food is at the end of the party. We are hoping everyone is well behaved and that Father Christmas may join us during the afternoon!

### Christmas Lunch Wednesday 18.12.24

All the children, whether they have a hot lunch or a packed lunch, eat their Christmas Lunch together. Please order the hot Christmas lunch directly with Easy Lunch by 7<sup>th</sup> December, and note that the only hot meal provided on this day will be pre-ordered Christmas lunch.

### Mouse Class (EYFS and KS1) Nativity Thursday 19.12.24 9.15am

The Mouse Class Nativity performance is on Thursday 19<sup>th</sup> December at 9.15am. Children in Squirrel and Owl class (KS2) will already have enjoyed the performance, so there are plenty of seats. Tickets will be available to book shortly.

If you are unable to attend due to a clash with nursery/ preschool nativities, you are welcome to join us at the dress rehearsal on Wednesday 18<sup>th</sup> December at 9.15am

### Christmas Bazaar Thursday 19.12.24 2.30-4.00pm

The Christmas Bazaar is run by children in Owl class (Y5&Y6), it is an enterprise initiative with funds raised going to the charities chosen by our YAGs (Young Ashurst Governors).

' Achieving Together with Love, Hope and Joy '

Games, stalls and competitions are set up in Owl class and they look forward to welcoming you with your children (and a little cash!) during the afternoon to come and enjoy the goods and games on offer. This year, governor Mr Garnett, will be talking with the children about finances, profit and sales prior to them planning the Bazaar.

#### Ashurst Talent Show and Last Day of Term Friday 20<sup>th</sup> December.

Children can sign up to perform in front of their friends and school staff (either individually, or in small groups) the week before so that a programme can be put together. Children may bring small props and changes of clothes to support their act. Previous acts have included music, singing, dancing, acting, puppetry, jokes and magic tricks to name but a few! They may also bring in a suitable DVD with their name on. Children will vote to choose which one they would like to watch in their class. Due to the age of primary school children, we ask that films categorised as '12' or above are not brought in please.

#### Requests for Absence from School

Thank you for ensuring that your recent requests for absence from school, including late arrivals and early departures due to medical/ dental appointments have been accompanied by an absence request form. (These are available to download from our website or paper copies are available from the school office.)

#### Emergency Lockdown Procedures

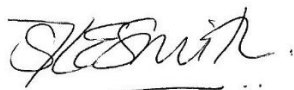
We are delighted to report that our Emergency Lockdown Procedures practices have gone very smoothly and all children responded promptly and calmly.

#### Safeguarding

As always, should you have any concerns regarding your child/children, please contact the school as soon as possible, in order that matters may be quickly and effectively resolved. Should you have any safeguarding concerns please contact the DSL team, Mrs Smith, Mrs Clarke and Mrs Sansbury direct or via [DSL@ashurstcofe-pri.w-sussex.sch.uk](mailto:DSL@ashurstcofe-pri.w-sussex.sch.uk).

We would like to thank you for your continued support and hope that this information proves helpful.

Kindest regards,



Mrs S Smith  
Headteacher

## Uniform requirements for Academic Year 2024-2025

We ask that all children wear the Ashurst school uniform every day. The requirements have remained the same and have not changed for over 7 years. We are very proud of our school and ask for your support in maintaining the correct uniform.

If your child has a particular need which necessitates an adaptation or change to the school uniform listed below, please make an appointment to discuss this with Mrs Smith.

Please ensure that all items are named as already this term we are trying to identify the owners of several sweatshirts and hoodies. Whilst the children can sometimes identify their items by smelling them, staff do not share this skill!

Grey skirt, culottes or pinafore dress  
Grey tailored trousers (long or short)  
Green sweatshirt with school badge or green sweater/ cardigan (not their PE hoody).  
White shirt/ blouse/polo shirt  
White, black or grey socks  
White, grey or green tights  
**Sensible shoes or sandals (not boots)**  
Green and white checked dress/checked 'playsuit'

### PE Kit:

Green or white shorts/skorts, white T-shirt with a round neck, white socks, trainers, green hoody and green joggers.

Trainers are preferred footwear as they are more substantial than black plimsoles. Leggings are not permitted, nor are joggers and shorts/skorts in other colours. We continue to ask that PE kits be worn to school on days that your child has PE, or is attending the after-school sports club.

After-school Dance & Drama Club is on Wednesday, Sports Club is on Thursday.

Our school uniform requests that children wear sensible school shoes or sandals. It does not include boots for any children, or trainers except for PE.

### PE Kit:

Green, grey or white shorts/skorts, white T-shirt with a round neck, white socks, trainers, green hoody and green joggers. Green hoodies should not be worn during the rest of the week. Trainers are preferred footwear as they are more substantial than black plimsoles. Leggings are not permitted, nor are joggers and shorts/skorts in other colours. We continue to ask that PE kits be worn to school on days that your child has PE, or is attending the after-school sports or dance club.

PE: Mouse Class - Thursday & Friday, Squirrel Class - Thursday & Friday, Owl Class - Tuesday.

After-school Dance and drama Club is on Wednesday, Sports Club is on Thursday.

### Jewellery/ hair wear

Jewellery should not be worn by children with the exception of stud earrings which should be removed or covered with tape for PE.

Hairbands/scrunchies are to be green, white, grey, black, navy or brown. Children's hair should be completely tied up once it is long enough to do so and this applies to both boys and girls.

May we also ask that children have **a coat, a water bottle and school book bag** (order via the school uniform link on the website) in school every day. These fit in the children's drawers and help letters, homework and reading books make the journey home safely!

Ashurst CE Aided Primary School Dates for your Diary 2024-2025

Second half Autumn Term	Tuesday 5 <sup>th</sup> November - Friday 20 <sup>th</sup> December
First Half Spring Term	Monday 6 <sup>th</sup> January - Friday 14 <sup>th</sup> February
Half term	Monday 17 <sup>th</sup> February to Friday 21 <sup>st</sup> February
Second Half Spring Term	Tuesday 25 <sup>th</sup> February - Friday 4 <sup>th</sup> April
First Half Summer Term	Tuesday 22 <sup>nd</sup> April - Friday 23 <sup>rd</sup> May
Half term	Monday 26 <sup>th</sup> May to Friday 30 <sup>th</sup> May
Second Half Summer Term	Monday 2 <sup>nd</sup> June - Friday 18 <sup>th</sup> July
INSET DAYS	Monday 24 <sup>th</sup> February 2025, Monday 21 <sup>st</sup> July 2025 and Tuesday 22 <sup>nd</sup> July 2025.

Children in Need Day- non-school uniform day; please bring in a jar or a tin of food for The Wholesome Warehouse as your donation	Friday 15 <sup>th</sup> November
Y5 Swimming packed Lunch required	Friday 15 <sup>th</sup> November
Full Governing Body Meeting	Thursday 21 <sup>st</sup> November
Y5 Swimming packed Lunch required	Friday 22 <sup>nd</sup> November
Celebration Assembly 3.00pm	Friday 22 <sup>nd</sup> November
Y5 Swimming packed Lunch required	Friday 29 <sup>th</sup> November
Advent Service @ St James' Church 2.45	Wednesday 4 <sup>th</sup> December
Y5 Swimming packed Lunch required	Friday 6 <sup>th</sup> December
Nasal Flu Vaccinations in school	Friday 6 <sup>th</sup> December
Christingle making in school	Monday 9 <sup>th</sup> December
KS2 Christmas production	Friday 13 <sup>th</sup> December 2pm Monday 16 <sup>th</sup> December 6pm
Family Service St James' 10.30	Sunday 15 <sup>th</sup> December
Santa Dash/Stroll	Tuesday 17 <sup>th</sup> December
Children's Christmas party 1.00	Tuesday 17 <sup>th</sup> December
Easy Lunch Christmas Lunch	Wednesday 18 <sup>th</sup> December
Mouse Class Nativity 9.15	Thursday 19 <sup>th</sup> December
Christmas Bazaar 2.30-4.00	Thursday 19 <sup>th</sup> December
Talent Show	Friday 20 <sup>th</sup> December
Last day of term	Friday 20 <sup>th</sup> December

## Extra-Curricular Activities

### Spanish Club Y1-Y6 Tuesday 3.30-4.15pm

19 <sup>th</sup> , 26 <sup>th</sup>	November
3 <sup>rd</sup>	December

### Textile Club for Y2-Y6 3.30-4.15pm

19 <sup>th</sup> , 26 <sup>th</sup>	November
3 <sup>rd</sup>	December

### Dance/Drama Club Y3-Y6 Wednesday 3.30-4.15pm

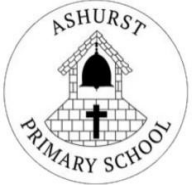
20 <sup>th</sup> 27 <sup>th</sup>	November
4 <sup>th</sup>	December

### Sports Club Y1-Y6 Thursday 3.30-4.15pm

21 <sup>st</sup> 28 <sup>th</sup>	November
5 <sup>th</sup>	December

### Christmas Craft after half term 3.30-4.15pm

15 <sup>th</sup> 22 <sup>nd</sup> 29 <sup>th</sup>	November
6 <sup>th</sup>	December



WEST SUSSEX COUNTY COUNCIL

# ASHURST CE AIDED PRIMARY SCHOOL

SCHOOL LANE, ASHURST, WEST SUSSEX, BN44 3AY

Headteacher: Mrs S Smith BA (Hons) RE & English, PGCE, CNPQH

[www.ashurstcofe-pri.w-sussex.sch.uk](http://www.ashurstcofe-pri.w-sussex.sch.uk)

Email: [office@ashurstcofe-pri.w-sussex.sch.uk](mailto:office@ashurstcofe-pri.w-sussex.sch.uk)

Telephone: 01403 710426



14<sup>th</sup> November 2024

Dear Parents,

## **Election of Parent Governor**

Every maintained school in England has a Governing Body responsible to the local community for running the school. We are writing to invite parents, guardians and carers of registered pupils to put their names forward for election to serve as parent governors of this school.

There is currently one post available for election. The term of office is 4 years.

Being a Governor is an important role in the life of the school as Governors work with the Headteacher in setting the overall direction of travel of the school. They are involved in important decisions about student applications to the school, staff appointments, the budget of the school, and expenditure on the premises of the school. They discuss student achievement and support and take an interest in the ways the school is continuing to maintain high standards. They support the Headteacher and School Leadership Team as they lead the school.

We would like anyone who has time to offer and a passion for our distinctive Christian School to feel able to offer their services in these key roles. A wide variety of skills including business and finance are very welcome.

### **Your Commitment**

If you become a Governor you will be taking on the following commitments to help make sure the school is well managed:

- Share the responsibilities of the Governing Body as summarised above.
- Attend and participate in meetings on a regular basis - Governors attend three Full Governing Body meetings, one Business meeting and are normally a member of one or two committees. These sub-committees usually meet once a term. Full Governing Body Meetings normally start at 5.30pm and last no longer than two hours
- Undergo appropriate training

You will be required to sign the Governing Body's code of practice, and to apply for a DBS enhanced disclosure.

' Achieving Together with Love, Hope and Joy '



If you are interested in standing for election, please complete the enclosed nomination form, ensuring that you obtain the signatures of 2 parents/legal guardians who support your nomination. You must also include a brief election statement. If more than one nomination is received, we shall send all parents voting papers, which will include the candidates' election statements.

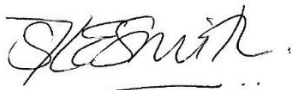
All parents over the age of 18 are eligible to stand for election and to vote with the exception of:

- (i) those who are elected members of West Sussex County Council
- (ii) those who are employed to work at the school for more than 500 hours in an academic year
- (iii) those who are ineligible as listed **overleaf**.

In the event of a ballot we will arrange for votes to be counted at a time mutually agreed with all candidates, and each candidate or his authorised representative may attend the count. We shall arrange for all parents to be notified of the result.

We have enclosed an extract from the Regulations concerning the qualifications and disqualification connected with the office of governor, which you should read carefully. If you have any queries about them or about the procedure, we shall be pleased to answer them.

Yours sincerely,



Mrs S Smith & Mr T Sheldon  
Headteacher Chair of Governors

Process for Selection and Appointment of Parent Governors at  
Ashurst CE Aided primary School

- As the parent, carer or other person with parental responsibility for a child at this school you have the right to both propose candidates and stand as a candidate yourself.
- If you decide to put yourself forward for the Parent Governor vacancies you will need to find two other parents/carers willing to propose and second your nomination. You will need to ask them to complete and sign the attached form.
- If more parents want to become Governors than there are vacancies, a ballot will be held. Ballot papers and details of the election process will be sent to all parents and carers eligible to vote.
- If you put yourself forward and no ballot is necessary you will be elected unopposed from the day after the deadline for nominations passes.
- You are invited to provide a statement to support your nomination as a Parent Governor to not exceed 100 words. If a ballot is held this statement will be included on the ballot paper to help other parents decide who to vote for.
- If you are elected as a Governor your term of office will normally be 4 years. You can resign at any time. If your child leaves the school you can continue as a Governor until the end of your term of office.
- The enclosed nomination form must be returned to the Returning Officer not later than ten school days from the date this letter was passed to you by the school - i.e. noon on Friday 29<sup>th</sup> December 2024
- If you are elected you will be asked to apply for a Disclosure and Barring Service (DBS) enhanced disclosure.



**NOMINATION FORM FOR PARENT GOVERNORS ASHURST CE AIDED  
PRIMARY SCHOOL**

(Mr/Mrs/Miss/Ms) \_\_\_\_\_ (full name) of

(full address) \_\_\_\_\_  
\_\_\_\_\_

(Telephone Number)

(Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Parent/Legal Guardian of \_\_\_\_\_ (child's name)

I wish to stand for election as a Parent governor of the above school. The following two parents or legal guardians of children attending the school support my nomination:

Signature

Address

1. \_\_\_\_\_

\_\_\_\_\_

(Name) \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

(Name) \_\_\_\_\_

\_\_\_\_\_

Brief election statement:

Signature of Candidate: \_\_\_\_\_

Date: \_\_\_\_\_

Please return completed nomination form in a sealed envelope clearly marked '**Parent Governor Nominations**' to school office to arrive not later than **Noon on Friday 29<sup>th</sup> November 2024**

' Achieving Together with Love, Hope and Joy '

**DECLARATION FORM: I declare that I am not disqualified from serving as a school governor and that:**

- I am aged 18 or over at the date of this election or appointment;
- I am not a registered pupil at the same school;
- I do not already hold a governorship of the same school;
- I am not subject to a disqualification order under the Criminal Justice and Court Services Act 2000;
- I am not subject to a direction of the Secretary of State under Section 128 of the Education and Skills Act 2008.
- I am not the subject of a bankruptcy restrictions order or an interim order, debt relief restrictions order, an interim debt relief restrictions order or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced
- I am not subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986, a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989, a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002, or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)
- I have not been removed from the office of charity trustee or trustee for a charity by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body
- I am not included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people
- I am not barred from any regulated activity relating to children
- I am not disqualified from working with children or from registering for childminding or providing day care
- I am not disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
- I have not been sentenced to three months or more in prison (without the option of a fine) in the five years before becoming a governor or since becoming a governor
- I have not received a prison sentence of two years or more in the 20 years before becoming a governor
- I have not at any time received a prison sentence of five years or more
- I have not been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**POLICE ACT 1997 (Part V) - CRIMINAL RECORDS CHECKS**

During a period of office, a school governor may be asked to complete a Disclosure Application to enable a check to be carried out by the Disclosure and Barring Service (DBS). Failure to comply with this request or an unsatisfactory result from the check will mean the immediate termination of an appointment as a school governor. ABSENCE FROM MEETINGS A governor who, without the consent of the governing body has failed to attend full Governing Body meetings for a continuous period of six months (from the date of the first meeting missed), shall be disqualified. The person may not be nominated or appointed as a governor of the same category to that school for twelve months immediately following the disqualification.