ASHFORD SCHOOL

*Inspiring Minds*

# Sixth Form HANDBOOK

## 2026 - 2027

# Foreword

Welcome to the Sixth Form at Ashford School.

As you embark on this pivotal stage of your educational journey, we extend a warm welcome to both new and returning pupils. Our Sixth Form is a vibrant community where academic excellence meets personal growth, preparing you for the challenges and opportunities that lie ahead.

At Ashford School, we believe that a supportive and stimulating environment is key to unlocking your full potential. Our dedicated staff are committed to providing high-quality teaching and guidance, ensuring that you are well-equipped to pursue your aspirations, whether in higher education, vocational pathways, or other endeavours.

Beyond the classroom, you must take advantage of the rich array of cocurricular activities designed to broaden your horizons and foster a well-rounded character. From leadership opportunities to community service, sports, and the arts, there is something for everyone to engage with and enjoy. This handbook serves as a comprehensive guide to help you navigate the Sixth Form experience. It outlines our expectations, resources, and the support systems in place to assist you throughout your time here. We encourage you to make the most of every opportunity, to challenge yourself, and to contribute positively to our school community.

Remember, the Sixth Form is not just about academic achievement; it's about developing the skills, values, and resilience that will serve you well in all aspects of life. Embrace the journey with enthusiasm and determination.

We look forward to sharing this journey with you.

**Hilary Ndongong**
Head of Senior

**Ashley Currie**
Headmaster

*(Please note: this handbook is updated during the academic year, the latest version is available on our website)*

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# Ashford School Learning Habits

**Independence**

*This means we*

- Take responsibility for our own learning
- Take full advantage of the opportunities we are given
- Ask ourselves what we can do better, and are proactive in making improvements

**Resilience**

*This means we*

- Rise to new challenges, and take risks with new things
- Respond constructively to criticism, and embrace failure as a route to success
- Strike a balance between aspiration and acceptance

**Scholarship and Curiosity**

*This means we*

- Think creatively and critically
- Pursue depth of understanding, and question the simple answer
- Welcome reasoned debate, and communicate our ideas effectively

**Tolerance and Collaboration**

*This means we*

- Are courteous, polite and encouraging at all times
- Welcome the ideas and perspectives of others
- Hold our own views up to scrutiny and are prepared to modify our opinions

**Creativity**

*This means we*

- Are adventurous with the disciplines we try and the tasks we do
- Read widely and develop our opinions broadly
- Celebrate original and imaginative thought, and emulate it wherever possible

**Reflection and Responsibility**

*This means we*

- Think about the needs and contributions of our peers not just ourselves
- Examine our own behaviour, to ensure we act with measured confidence and self-assurance
- Look critically at our place in the school community and what can be done to improve it

## Sixth Form Code of Conduct - Rules and Responsibilities

Ashford School Sixth Form offers both opportunities and challenges. There are expectations of you with regard to your appearance, attitude and achievement and also expectations that you will adopt a leading role in the life of the school.

In the Sixth Form there is more liberty to undertake personal study, be off campus at lunch times and make use of the Sixth Form Common Room. It is the aim of the school that you create a positive working ethos that then filters down through the school.

Please remember:

- To go off campus you MUST sign out and back in at Reception using the electronic Entry Sign screen. Permission to leave the site should be sought from the Head of Year.
- The Somerville Library is a place for quiet work. Please ensure a tidy and peaceful working environment.
- Mobile phones are only permitted to be used in the Common Room. They are prohibited in every other part of the school. If seen, they will be confiscated and a level 2 detention awarded.
- It is your responsibility to keep the Common Room tidy at all times. This includes using the bookstores and putting belongings into lockers.
- Study Periods are an important opportunity for independent work and revision. In order to assist with the transition to Sixth Form study, Year 12 pupils are expected to work in the Somerville Library (or the Art Room/Design and Technology Tech Room if appropriate) for all of their study periods. If pupils demonstrate the required work ethic and application, they will be given permission to utilise the Common Room for some of their study periods. This will be reviewed for each individual pupil periodically through the academic year.
- The Common Room can be used by Year 13 during study periods, but it must be a quiet environment and used for work only during these periods.

Responsibilities:
It is our expectation that, as the most senior pupils in the school, Sixth Form pupils take a lead in the school. This includes setting up and running some activities, organising events and setting an example to the younger pupils.

Privileges:

- You may go to lunch early at 12:30 if you have a study period in period 5.
- You may go off campus (into town) at lunch times.
- You may use the Atrium during your study periods, for example if you need to discuss work with others.
- You may arrange for a driving lesson for up to two study periods a week. Permission must be sought from the Head of Year. Pupils should **not** arrange a driving lesson during an academic lesson.

## Timings of the Senior School Day

| | |
|---|---|
| 08:00 | Reception and Somerville Library open |
| 08:30 to 08:35 | Registration |
| 08:40 to 09:25 | Period 1 |
| 09:30 to 10:15 | Period 2 |
| 10:20 to 11:05 | Period 3 |
| 11:05 to 11:25 | Break |
| 11:25 to 12:10 | Period 4 |
| 12:15 to 13:00 | Period 5 |
| 13:00 to 13:50 | LUNCH |
| 13:50 to 13:55 | Registration |
| 13:55 to 14:10 | Extended registration/Assembly |
| 14:15 to 15:00 | Period 6 |
| 15:05 to 15:50 | Period 7 |
| 15:55 to 16:40 | Period 8 - Activity |
| 16:40 to 17:30 | Period 9 - Extended Activity |
| 17:30 | Reception closes |
| 18:00 | Somerville Library closes |

| | | |
|---|---|---|
| Monday | 13:55 to 14:10 | Whole School Assembly |
| Wednesday | 13:55 to 14:10 | Year/Divisional Assembly |
| Friday | 13:55 to 14:10 | Whole School Assembly |

Pupils not allocated to an after school co-curricular activity can go home at 15:50. If unable to be collected at 15:50, supervision is provided until 18:00 and this will take place in the Somerville Library where possible. If they choose to take advantage of the facilities provided in the Somerville Library, they should work quietly and purposefully on a specific task. Once a pupil leaves the school site they should not return unless for an official school engagement.

## School hours and pupil access to the school buildings

The Senior School's opening hours are from 08:00 to 18:00, Monday to Friday, and pupils will not have access to the main school buildings before 08:00. For pupils who arrive at school between 07:30 and 08:00 a remotely supervised environment is provided in the Refectory (access gained via the Refectory Pedestrian Gate). There is no associated charge for this facility.

**Atrium**
The Atrium sells a selection of reasonably priced hot and cold drinks and snacks. It is open from 09:00 – 17:00 Monday – Friday, closing briefly from 12:15 to 12:45.

Food and drink must be consumed in the Atrium, the Refectory or outside only, and should not be taken into other areas of the school.

# Academic Year 2026-2027

**Autumn Term 2026**

New Boarders to arrive between 13:00-17:00 on Tuesday 1 September, including current boarders moving into Year 12.
Current boarders to return between 10:00-16:00 on Wednesday 2 September.
New Pupil Induction: Wednesday 2 September
Term Commences Thursday 3 September, 08:30
Half Term Commences Friday 16 October, 16:40
Boarding Houses close at 10:00 on Saturday 17 October.
Boarders to return by 20:00 on Sunday 1 November. The boarding houses will re-open from 15:00.
Term Continues Monday 2 November, 08:30
Term Finishes Friday 11 December, 12:00
Boarding Houses close at 10:00 on Saturday 12 December.

**Spring Term 2027**

Boarders to return by 20:00 Monday 4 January. The boarding houses will re-open from 15:00.
Term Commences Tuesday 5 January, 08:30
Half Term Commences Friday 12 February, 16:40
Boarding Houses close at 10:00 on Saturday 13 February.
Boarders to return by 20:00 on Sunday 21 February. The boarding houses will re-open from 15:00.
Term Continues Monday 22 February, 08:30
Term Finishes Wednesday 24 March, 16:40
Boarding Houses close at 10:00 on Thursday 25 March.

**Summer Term 2027**

Boarders to return by 20:00 Sunday 18 April. The boarding houses will re-open from 15:00.
Term Commences Monday 19 April, 08:30
Half Term Commences Friday 28 May, 16:40
Boarding Houses close at 10:00 on Saturday 29 May.
Boarders to return by 20:00 on Sunday 6 June. The boarding houses will re-open from 15:00.
Term Continues Monday 7 June, 08:30
Term Finishes Friday 2 July, 12:00
Boarding Houses close at 10:00 on Saturday 3 July.

**All pupils are expected to stay for the duration of each term.** Boarders' travel arrangements must be made outside of the school terms. In order to have sufficient time for travel to the airport (usually Heathrow or Gatwick) and to check in, a pupil needs to leave Ashford School five hours before their flight time. Therefore, a pupil should not fly on any plane before 17:00 when term ends at midday or before 21:00 when term ends at 16:00. Boarders are able to stay in the boarding houses for the night of the last day of a term or half term for no additional charge. This is to assist in the booking of suitable flights so that pupils do not miss any schooling. However, this must be arranged with the boarder's Houseparent in advance. The boarding houses will close at 10:00 the following morning.

Boarders are expected to return the day before term starts in order to be ready for the beginning of term. Junior Boarders to return by 18:30 at the end of a half term break. Senior Boarders to return by 20:30 at the end of a half term break.

# Sixth Form Dress Code

The Sixth Form school clothing is provided by SchoolColoursDirect.co.uk. They offer a secure online ordering service which allows you to shop for all suits and sportswear at your convenience. SchoolColoursDirect.co.uk is directly linked from our school website.

Sixth Formers are expected to set an appropriate example to others in work, behaviour and appearance. The dress code is designed to allow a choice of what to wear within the general confines of professional business dress and also to protect from the pressure of feeling the need to compete with others over fashion.

Sixth Form pupils must be smart and well-presented at all times and their appearance should not be ostentatious. They must wear the Sixth Form clothing specified by the School and their clothes should be clean, in good repair and worn properly. Hair must be tidy and its length and style should be acceptable to the SLT, as must any fashion accessories. Any hair colouring should be discreet and 'natural'. Pupils are expected to keep within the ethos of the dress code and should be smart at all times. Sixth Formers must wear their grey lanyards at all times, showing their ID card.

SLT have the authority, after proper consideration, to rule on any variation of the dress code not covered and to make judgements regarding acceptable dress and appearance. Any pupil who repeatedly fails to observe these specific requirements or the spirit of the code for dress and appearance may be excluded from school or be subject to other reasonable sanctions.

The dress code is very clear about what we expect of Sixth Formers. Please check before you buy items if you are unsure about their appropriateness. It is our preference for pupils to wear the designated Sixth Form school suit available through School Colours. However, a dark navy suit is acceptable. Specific requirements are below:

| **Male** | **Female** |
|---|---|
| Preferred option - Sixth Form suit<br>Alternative option - Dark navy 2/3 piece suit must be worn.<br>Jackets should be worn at all times in, and around school.<br>Trousers must be tailored. | Preferred option - Sixth Form suit<br>Alternative option - Dark navy 2/3 piece suit must be worn.<br>Jackets should be worn at all times in, and around school.<br>Skirts must be tailored and the length must reach to the knee or below.<br>Trousers must be tailored.<br>Dresses are not permitted. |
| A smart V-neck jumper or waistcoat that complements the suit and shirt (cardigans are not permitted, nor are "chunky" or cable-knit jumpers or jumpers with a logo). | A smart V-neck, scoop neck or slash neck jumper, or waistcoat that complements the suit and shirt/blouse (cardigans are not permitted, nor are "chunky" or cable-knit jumpers or jumpers with a logo). |
| Polished shoes of a conventional style and colour, or similar boots worn under trousers. | Polished shoes of a conventional style and colour, or similar boots worn under trousers (if a skirt is worn, it must be accompanied by shoes). |
| A business style shirt that must be tucked in and an appropriate tie. | A business-style shirt or blouse that must be tucked in or cover the upper part of the |

| Male | Female |
|---|---|
| | trouser/skirt. Indoor scarves may be worn if they are smart and complement the suit. |
| An overcoat at least as long as the suit jacket. Leather or denim jackets are not permitted. This should not be worn as a substitute for the suit jacket. | An overcoat at least as long as the suit jacket. Leather or denim jackets are not permitted. This should not be worn as a substitute for the suit jacket. |
| Dark socks. | Single colour tights or socks (with trousers). |
| Clean shaven (unless religious practices do not allow). | |
| Make up and jewellery should be discreet and minimal. | |
| Grey Sixth Form lanyards must be worn at all times. | |
| **Summer Dress Code**<br>In the summer boys are allowed to remove their jackets, but must keep their tie on, with their shirts tucked in. | **Summer Dress Code**<br>In summer girls are also allowed to remove their jackets and tights (to be replaced by dark socks), but the usual dress code applies. |

*Gender neutral pupils may choose either uniform but must adhere to all elements of their chosen uniform.*

## Sporting Activities

In our curriculum programme all pupils in Years 7-9 have timetabled PE and Years 7 to 13 have Games lessons.

Our Games programme allows us to concentrate on the main team games and prepare our pupils for participation in either inter-school fixtures or our inter-house competition. The main team games we offer are:

| Boys: | Girls: |
|---|---|
| Football | Hockey |
| Rugby | Netball |
| Hockey | Football |
| Cricket | Cricket |

Upon entry to the Sixth Form we strongly encourage all pupils to take an active role in the sporting life of the school. During our senior games afternoon (Years 11-13) pupils are either coached in their main team game as relevant for the term, or allowed to pick from one of the optional activities:

- Badminton
- Health related fitness
- Tennis
- Swimming
- Basketball
- Squash
- Golf
- Dance

To supplement our PE and Games curriculum provision, we also have a well-established and extensive co-curricular programme that offers a vast range of activities after school.

- Cross Country/ Running Club
- Basketball
- Swim Squad
- Laser Shoot
- Waterpolo
- Fitness Room
- Tennis
- Indoor Hockey
- Badminton
- Table Tennis

PE and Games are an integral part of the Curriculum and all pupils are expected to participate. Correct School PE kit needs to be worn for lessons, practices and matches and this should be named and taken home to be washed and checked on a weekly basis. Lost and Found items are kept by the PE department or handed into Reception. Do come and check before buying new kit! Limited storage facilities for PE kit bags are available in the bag storerooms.

**PE Kit and Equipment**
All PE uniform must be purchased from SchoolColoursDirect.co.uk unless indicated otherwise. All items are compulsory unless indicated otherwise. Pupils are expected to wear school navy tracksuit bottoms and/or leggings whilst moving around the school site. This includes during all academic lessons, eating in the Refectory and when travelling to and from fixtures.

**PE Kit**
Navy polo shirt
Reversible rugby shirt (boys only)
Navy blue hockey socks with red top
School tracksuit
Navy midlayer
Games bag (optional)
Swimming cap (supplied at school charged to account)
Navy shorts
Navy/red skort (girls only)
Navy base layer top (optional)
Navy base layer leggings (optional)
Cricket whites (for competitive A team boys and girls)
School cap (optional)

*From any retailer*
Pair of astro trainers
Pair of football/rugby boots with removable studs
Tennis racket
Hockey stick
Swim bag
Shoe bag
Mouthguard for hockey/rugby
A pair of shin pads
Short white socks

Pair of trainers (non marking sole)
Black swimming trunks or fitted swim shorts (boys only)
Black swimsuit (girls only)

## Mobile Phone Usage

Our aim is to encourage and promote social interaction and a sense of community; face-to-face conversation and social interactions are invaluable everyday skills.

Mobile phones are banned in all areas of school during the school day, including during after school activities.

**Rules for all pupils:**
***The school day begins when a pupil arrives on site, and ends when the pupil leaves the school site, following the completion of any after school activities.***

Pupils who bring a mobile phone to school are expected to place their mobile phone in the pouch during Form Time morning registration and unlock it at the end of the day when they leave the school site.
Sanctions:

- If a pupil forgets to bring their pouch into school, they will be issued with a warning in the first instance. On the second occasion within 1 term, they will be issued with a Level 1. Subsequent occasions will lead to further sanctions.
- If a phone is seen outside of a pouch (or a connected device in use) without permission during the school day, it will be confiscated on sight and only available for collection from the School Reception at the end of the day. Level 2 detention (1 hour after school on a Friday) awarded.
- 3 confiscations within the same term (Autumn, Spring, Summer) will lead to a Level 3 detention (2 hours on a Saturday morning).

**Exceptions:**
There may be occasional exceptional circumstances where prior permission has been sought and granted, whereby a pupil can use their phone in an agreed area.
As a privilege, Sixth Form pupils may use their phones in the Sixth Form common room during study periods, break and lunch times.

**Messages for parents:**
Please refrain from contacting your child via mobile phone during the school day. In an emergency, please email reception who will relay any urgent messages to your child.

## Devices for the Sixth Form

Ashford School has been running a 1:1 tablet scheme with pupils from Year 1 to Year 6 and a small laptop for Year 7 to Year 11. However, having studied the digital landscape for pupils in their Sixth Form years, and those that are currently in university, there is strong evidence to suggest that a more appropriate form of device for older pupils is one of their own choice, which they can carry onwards to higher education.

We therefore request that all Sixth Form pupils bring in a device for use in their final years at Ashford School. As the new curriculum demands are more rigorous and onerous, we would advise pupils to bring in a type of laptop or similar hybrid mobile device of a decent size (13” and up), running on either a Windows or Apple platform, which they would be comfortable to use in their lessons and in

their own time. The IT team are happy to support the pupils in ensuring that all school-based Office 365 applications and supportive software are installed correctly onto the pupil devices and can offer to help troubleshoot basic IT issues or concerns, including connecting to the Wi-Fi.

If you have any questions on this, please do not hesitate to contact Mr Ricks our ICT Manager via email: ricksd@ashfordschool.co.uk.

## Computer Room Rules and Guidelines

When pupils are in classrooms with computers they must abide by these simple rules. Pupils must not:

- Talk loudly or disturb others from working.
- Eat or drink.
- Install any software or download games or other large files onto the school network.
- Copy other pupils' files.
- Use the computer facilities for anything other than work.
- Must not play games.
- Download and store inappropriate material on the School network.
- Unplug school peripherals and change how cables are plugged in.
- Damage or alter the function of any school peripherals.

Pupils must adhere to the Ashford School Acceptable Use Policy.
If pupils do not follow these rules they may be excluded from using the computing facilities and have their school personal device removed, will be subject to the disciplinary procedure and/or suspended. Due to occasional computer crashes or power failures, pupils should always save their work as they go along to their schools Office 365 OneDrive, otherwise it may be lost. Any work saved elsewhere e.g. desktop could be lost.

### Transferring work Home

Every Pupil has an Office 365 account and should use this to transfer work home. The network and Office 365 is backed up and work will be secure; however, if pupils do not ensure it is saved in the OneDrive, the School has no responsibility for lost work.

### BYOD Rules

In order for pupils to connect their laptop to the school they must abide by these simple rules:

- Pupils will not attempt to gain unauthorised access to any other computer.
- Pupils will not make any attempt to modify the internet connection or interfere with other internet connections.
- The connection to the internet is for their personal use by their personal device.
- Pupils will make no attempt to extend this facility to other computers.
- Pupils will not configure or attach any service of any description to the network to provide any services to others (for example WWW servers, FTP servers, BOOTP/DHCP servers etc).
- Pupils will ensure that their computer is secure including the use of virus updates and scanning.
- The school is not an ISP and provides restricted internet access.
- The school will not take responsibility for any damage/loss that pupils incur as a direct result, or otherwise, of this connection.
- While every effort will be made to maintain network service, the school is unable to guarantee access at all times.
- Any failure to comply with the above rules will result in the termination of the service and invoking of the school disciplinary procedures.

- In addition to these rules pupils must also agree to be running a copy of the windows operating system or Apple OSX. This can be either Microsoft Windows 10 at least Version 21H2 and above or MAC OS X at least 11.7.7 and above.
- They must also make sure that the operating system is up-to-date with the latest security updates and service packs.

**1 to 1 Scheme**

In order for a pupil to connect their device to the school's network a pupil must abide by these simple rules:

- A pupil must enrol and not try to remove the school's MDM Management system InTune.
- A pupil should not install any inappropriate apps.
- A pupil must abide by all the above BYOD rules when using their device.

**Device Safety and Awareness**

All pupils on the 1:1 device scheme will be responsible for the use of their devices both in school and at home. They have been offered to the children to enrich their learning and development. The pupils will adhere to the following:

- All devices will be labelled with the pupil's name and must not be removed.
- All pupils must ensure that their device is protected and kept safe in its sleeve.
- Any breakage on the device must be claimed and actioned within the 14-day insurance period.
- It is expected that all pupils will have their device charged and ready for the next day.
- If the device is left in school, it must be padlocked in a locker.
- All pupils are advised not to use their device in the streets or on public transport.
- There is no social media in school, social apps are restricted with school wifi.
- It is not acceptable to video or take photos of people unless permission is granted. By no means distribute this content without their permission. Failure to abide by this will lead to serious consequences.
- Any pupils found taking part in unsafe internet activities, such as cyberbullying, sexting, online grooming etc., will be dealt with according to school policy and, where relevant the law.
- The devices are the school's learning tools and are to be used with respect.
- The same ICT rules that apply to the school shared computers and laptop use will also apply to the use of the personal 1:1 devices.
- The device is suitably covered if the device is broken, if it is broken too many times or misused the pupil may be charged the full or part replacement cost.
- The device cover is for accidental damage and theft, if it is deemed to not be accidental or not suitably looked after and always left in a safe place the pupil may be charged the full or part replacement cost.
- The device should never be left unattended, if it is it should be kept in a safe locked location.
- The School reserves the right to remove a pupil's device at any time should the situation warrant it.

## The Somerville Library

The Somerville Library is a valuable resource for pupils and staff. We stock a wide selection of fiction and non-fiction books and DVDs, and our librarian is available to help with any questions about our resources and about research in general. In addition to the main collection, online library resources are available on the School's website. A regularly updated collection of eBooks and audiobooks can

be accessed using the Sora app **on personal devices** or the OverDrive eBooks shortcut on **school devices**.

The Somerville Library is open Monday to Friday from 08:00–18:00. It is a quiet area where pupils can study and read. The top floor is for Sixth Form study and is out of bounds to Years 7-11.

Food and drink, except for water, must not be brought into the Somerville Library. Books and DVDs should be issued at the librarians' desks on the ground and first floors. Library materials are not to be removed without being issued.

Books may be borrowed for a period of four weeks. DVDs may be borrowed for a period of 3 days. Items may be renewed unless required by another borrower. Years 7, 8 and 9 may borrow up to 4 items at any one time. Years 10 and 11 may borrow up to 6 items. Years 12 and 13 may borrow up to 10 items. Pupils will be charged the full replacement cost of any lost or damaged items.

All library materials should be returned to the locked Returns box on the ground floor or to the librarians.

The Somerville Library is a place of study and should NOT be used as a Common Room. This includes break and lunchtime. Pupils should work in silence on all floors and pass through quietly when going to classes. The doors on the ground floor nearest to Coronation are for staff use only.

## Activities

The co-curriculum is an integral part of an Ashford School education, and we expect all our pupils to be actively engaged. Our co-curricular programme is designed to support you to become enthusiastic, talented, and curious in all that they do beyond the classroom.

Some elements of the co-curricular programme are compulsory, and some are entirely voluntary, and the participation expectations vary across the different years of the school. Whilst some activities are scheduled before school or at lunchtime, most take place during period 8 of the school day (15:55-16:40). The details of all available activities are displayed on SOCS, with pupils using this system to sign up for their activities each term. Parents access SOCS via MySchoolPortal.

Our aim is to encourage you to select a well-rounded programme of activities, across three broad areas of focus. We do this through categorising our activities as either Care, Craft or Cognition. Pupils are encouraged to select activities from each of these categories over the course of an academic year.

**Care - Craft – Cognition**

The Ashford School Co-Curricular Diploma aims to recognise co-curricular contributions in all areas of our programme. It is measured across sections of the school in three different levels. Pupils need to participate in activities from the three different categories, Care, Craft and Cognition to ensure they are taking part in a broad programme.

- Care activities focus on wellbeing, caring for others and the environment around us.
- Craft focusses on developing practical skills and techniques that can be applied to projects.
- Cognition centres on learning and developing your 'thinking skills'.

Beyond activities, the Co-Curricular Diploma recognises membership of sports teams, performances in music and drama events as well as contributions to charity initiatives.

## EduTrips

Parents are asked to complete online consent forms for every trip in which your child is to participate. These are generated and sent out by an online programme called EduTrips. You will be asked for your consent and then for some medical and emergency contact details for your child in order for them to attend the particular trip. This information along with relevant risk assessments is taken on the trip by the trip leader in case of emergencies and then securely destroyed on their safe return.

## Music

Music lessons on almost any musical instrument are available at Ashford Senior School. To start lessons, please complete the online Music Lesson Request Form: Peripatetic Music Lesson Request Form - Ashford Senior School (2026/2027) – Fill in form . Guidelines and details regarding payment for instrumental music lessons are included within the application form. Pupils continuing instrumental lessons from Ashford Prep School at Great Chart should also complete the online form for lessons at Ashford Senior School. Thereafter, lessons will continue from term to term unless a term's notice of the intention to stop lessons is received in writing. There is no need to re-apply for lessons at the start of each school year.

If a pupil is unsure whether they want to commit to instrumental lessons, a free trial session can be arranged to try out their chosen instrument before submitting the form (please contact the Performing Arts Administrator to arrange.) If pupils do not have their own instrument, they also have the opportunity to hire an instrument from Ashford School at a standard cost of £30 per term.*

At Ashford School (in common with all major independent schools), instrumental music lessons take place on a rota basis during class time: if a pupil misses a few minutes of a lesson in one week, they will be absent from part of a different lesson the following week. Evidence has shown that this system in no way impedes academic progress – in fact, scientific evidence has concluded that learning an instrument significantly improves brain function – so parents may be reassured that the Instrumental Programme supports and enhances all aspects of pupil learning, as well as giving children an opportunity to develop their creative side and grow in confidence when performing.

*We reserve the right to charge £40 per term on higher value instruments. Further details are included within the Music Lesson Request Form.

## Drama

Drama within the school curriculum is integral to ensure your child develops their communication, collaboration, and creative skills. It is built to give pupils the opportunities to explore diverse themes and contexts, allowing them to stretch their imagination and work innovatively.

During KS3, pupils take part in one lesson per week in Drama. They develop their performance and presentation skills through thematic and play-text exploration. Touching on the origins of Greek Theatre, Commedia Dell'Arte, Mask, Improvisation, Stage combat, Shakespeare, Drama skills in the wider world, contemporary plays, Live Theatre reviews, and their respective page-to-stage conventions.

The curriculum aims to cover the historical relevance and cultural significance of Drama and Theatre from a worldly perspective. Pupils study various influential practitioners, theatrical styles, and forms, as well as developing devised Drama from stimulus. This is teamed with the strengthening of performance skills, developing vocal and physical dexterity, and then progresses throughout the years leading them to option for Drama at GCSE, and Drama & Theatre at A Level.

During GCSE pupils have seven lessons per fortnight. The GCSE course is broken into three major areas. The first area is Devising Theatre, which involves developing, refining, and performing a piece of theatre, devised from a set-stimulus. The second area is Presenting and Performing texts, which allows pupils to focus on a full play-text with a page-to-stage mind set, considering textual, performance and design demands of the piece. The third area is a written paper which asks pupils to respond to a range of questions as an Actor, Director, Designer and Audience member - this covers one complete set-text and a live theatre review component.

Drama and Theatre A Level is a highly progressive course with clear aims and intentions of broadening the practical and written skills of those already in place. Over the course of the two years, pupils' study, analyse, practically explore, perform, and evaluate the effectiveness of five set texts. Pupils are given the opportunity to be independent and creative by devising their own piece of theatre in a specific style. They also take part in a range of theatre workshops and attend trips and theatre visits to aid their development and understanding of Drama and Theatre.

At Ashford School we aim to encourage all pupils to participate in some form of Drama, be it on or off stage. We have Drama clubs for all ages. Several mainstage productions are staged each year including a Lower School production, an Upper School Production and a Sixth form production. Being in a production requires a successful audition, whether it's for a lead role or to be a valued member of the ensemble. These productions are open for all to witness. We host an annual Speech and Drama showcase, and stage several short studio performances during the summer term as part of our Arts Fest programme. We also run a Technical Theatre club for pupils who are keen to learn production and backstage roles. This club runs alongside mainstage productions to cater for the needs of these specific shows.

Drama scholars are the backbone of our production and performance companies and often provide directorial support and production management for Lower School productions and clubs. Drama scholars represent the calibre of artistic talent and vision for our department within the school. They are expected to be leaders, creators, visionaries and prime role models, whose behaviours, and ability, sets them apart.

Within the further reach of Drama, pupils are able to receive private tuition in Speech and Drama, following the: Acting, Verse and Prose, Reading for Performance, Public Speaking, Devising, or Musical Theatre pathways. Pupils are entered for examinations every year with outstanding results. These lessons specifically enhance the practical wisdom, character communication capability, and personal attributes that make an Ashford pupil proudly distinctive from the crowd. If you would like to join the waiting list for private LAMDA tuition, please contact Mr Andrews (our Head of Drama) at andrewsn@ashfordschool.co.uk.

Whatever aspect of Drama you are interested in, we are sure there will be something for you. We foster and expect a 'company mindset' in all aspects of the Drama Department. Collaboration and Creativity are the two learning habits that particularly make involvement in Drama such a fun and enjoyable experience.

## Pastoral Care

At Ashford School we are dedicated to ensuring that all pupils feel safe, cared for and happy. Pastoral care and safeguarding the pupils are at the centre of what we do every day and are so much more than just a policy. We listen, we notice, and we communicate. A happy child will succeed – happiness breeds success. We have a robust pastoral structure to ensure every child feels fully supported.

We pride ourselves on the quality of our pastoral care and the 'family feel' of the school. Whilst the focus of our pastoral and academic support is on each year group, we do also have a House system. When your child comes to Ashford School they will be allocated to a House for the duration of their time here. Houses are sometimes allocated according to where siblings may already be placed but otherwise allocations are decided on a variety of factors.

**Pastoral and Tutorial Structure**

The tutorial and pastoral system at Ashford School works primarily on a horizontal basis with the Heads of Year managing the needs of pupils in conjunction with their team of Tutors and Assistant Tutors. In each Year group, the Tutor is the first point of contact for both pupils and parents; the Tutor will liaise with and communicate any serious or ongoing issues to the Head of Year (and Head of Boarding House for boarders).

Safeguarding concerns should be directed to Nicola Timms (Deputy Head DSL). Toby Grieves (Deputy Head) has oversight of disciplinary matters. Oversight of the academic and pastoral progress of pupils in the various year groups is overseen by the John Curry (Assistant Head).

**Pastoral Care Issues**

Tutors and Heads of Year are asked to make themselves known to parents of new pupils at the earliest possible opportunity. They will ensure that you are kept informed about your child's progress and raise any matters of concern with you.

**The Heads of Year and their contact details are as follows:**

| | | |
|---|---|---|
| Year 7 | Mrs S Kirkham | kirkhams@ashfordschool.co.uk |
| Year 8 | Miss J Dores | doresj@ashfordschool.co.uk |
| Year 9 | Mr M Worrell | worrellm@ashfordschool.co.uk |
| Year 10 | Miss K Stirling | stirlingk@ashfordschool.co.uk/ |
| | Miss C Diaz Bayon (maternity cover ) | diazbayonC@ashfordschool.co.uk |
| Year 11 | Ms I Martin | martini@ashfordschool.co.uk |
| Year 12 | Mr R Langford | langfordr@ashfordschool.co.uk |
| Year 13 | Mr A Stew | stewa@ashfordschool.co.uk |

**House Information**

Being a member of a House means that pupils support the annual programme of House activities. Pupils are assigned to one of four school houses, all of which contain pupils from each of the seven senior school year groups and therefore offer an excellent opportunity for pupils to get to know pupils outside of their own year. Sixth Form pupils are also regular visitors to the younger year group forms.

Year 13 Prefects lead the Houses, assisted by a team of House Ambassadors from each year group, they are supported by a member of staff in the role of House Coordinator to support these activities.

House activities can be whole school with termly competitions from each of the school's academic faculties on a two-year rotation. There are also many sports competitions which follow the annual sporting calendar. Sports Day is held during the last week of the school year.

Whatever a pupil's talents it is important to remember that, while Houses have a keen competitive spirit, we like everyone to be as involved as possible; everyone is expected to 'have a go'.

**Tutor Groups**

Every pupil is allocated to a specific Tutor group ('Form') for their school year. These groups are for pastoral and administrative purposes, including academic monitoring; pupils will be mixed up

throughout the school day in different sets according to which subject they are in. This movement, the inevitable changes in friendship groups and the opportunities that arrive to meet and befriend new people are all part of the challenge and adventure of life in the Senior School. Each form is made up of pupils from all Houses. There will be between 3 and 5 forms in each year group, depending on the size of the year group.

**Friendship Groups**
Senior School is a very different environment to Primary or Prep School. Pupils are in different teaching and pastoral groups and may well find that as they change and grow older their friendship groups also change.

This can lead to friends "falling out" which can be distressing but is often resolved fairly quickly. However, if your child feels they are being deliberately excluded over a period of time then please let their form tutor know.

**Pupil contact with home during the school day**
If your child has a problem during the school day your child's first port of call should be a member of staff. If the problem is such that you need to be made aware immediately then either the school will contact you, or your child will be given permission to call you from the School Reception.

## Support and Guidance

**Support systems for pupils**

**Pupil Support**
- Buddies
- Peer Mentors
- Older members of the House
- House Captains
- House Ambassadors

**Staff Support**
- Form Tutor
- Head of Year
- Head of Boarding House
- Assistant Head
- Any member of staff
- Health Centre Nurses
- Wellbeing Team
- Chaplain
- Independent Listener
- Any member of staff

### School Chaplain

The School Chaplain is **Rev Richard Bellamy** who is available to pupils, staff and parents. For pupils and staff at the Senior School who would like to drop in to see Rev Bellamy, his office is situated in Brooke House.
Email: bellamyr@ashfordschool.co.uk
Senior School: 01233 625171 ext. 357 (Friday)

## Health and Wellbeing Centre

As well as our committed group of Tutors and Heads of Year, we are supported by the nursing team and the wellbeing team in the Health and Wellbeing Centre.

Pupils are encouraged to use these facilities for all physical and mental health concerns. Pupils can also utilise the centre to seek help, advice and guidance on difficult matters that they might be facing.

### Nursing Team

The nursing team provide individualised, holistic care for pupils, promoting health and healthy lifestyles. The nurses also assist and support pupils who have suffered injury or are unwell.
Our team are:

Alex Hampson, Lead Nurse and Health and Wellbeing Centre Manager (School Nurse; SCPHN)
Charlotte Oliver (School Nurse)
Alex Bursey (School Nurse)
Kirsty Oaten (School Nurse)
Jenny Shaw (School Nurse)
Jane Moczulski (School Nurse Assistant)

The nursing team are also “on call” out of hours to support boarding pupils if they were unwell. The team have a dedicated nurse link to boarding who meets weekly to discuss any boarding pupils with health concerns.

Full time boarding pupils are all seen by the nursing team and have a face-to-face appointment with the school doctor in their first few weeks of starting at the school. This ensures that pupils are registered with the NHS and can then access treatment as deemed necessary.

The school doctor attends and runs a clinic in the Health and Wellbeing Centre every Thursday morning to see boarding pupils. Pupils can also see a GP at Kingsnorth Medical Practice on other days if needed.

The nurses can also arrange telephone consultations for parents of boarding pupils with the school doctor if this is required in supporting their child’s health and wellbeing.

Pupils can arrange an appointment via the nursing team or via the link provided on the health and wellbeing board in each house.

#### Vaccinations

The Kent Community Health Foundation Trust Immunisation Team will attend and immunise children, with parents’ consent as required by Department of Health Policy. Parents will receive notification in advance and will be required to complete an online consent for all pupils

under 16 years of age. Information regarding the specific vaccine will accompany the consent form when it is forwarded to the parent. Pupils over the age of 16 are legally covered to consent to their own treatment.
Immunisation Service | Kent Community Health NHS Foundation Trust

**Wellbeing Team**
The wellbeing team comprises of BACP registered counsellors with extensive experience of working in schools. The team provides structured counselling and drop-in wellbeing support to all pupils. Targeted interventions to support social, emotional and mental health of pupils can be accessed by contacting the wellbeing team directly via email to wellbeingteam@ashfordschool.co.uk.

Pupils can be referred by school staff, parents or self via online Microsoft form. Pupils can find this form in their year group team. Boarding pupils can also access this form in the boarding house- link available of the health and wellbeing board in each house.

| | |
|---|---|
| Jess Grimes | Wellbeing Manager and Counsellor |
| Emma Boraston | Wellbeing Manager and Counsellor, Maternity Cover |
| Chanel Gorman | Wellbeing practitioner and Counsellor |

**Confidentiality**
All pupils, have the right to medical confidentiality. They can speak to the nurses knowing that information will not be passed to a third party without their knowledge. Confidence will be maintained unless there is a safeguarding concern for a pupil or to someone else, they have discussed.

**Contact Information for the Health and Wellbeing Centre**

| | |
|---|---|
| Health Centre Direct Line | 01233 739038 |
| Office number | 01233 625171 ext 395 ext 315 |
| Email | healthcentre@ashfordschool.co.uk |

**Health and Wellbeing Centre Opening Times**

| | |
|---|---|
| Monday-Friday | 08:00—17:00 |

## Peer Mentoring

We have an extensive network of pupil support for all year groups, which is overseen by our Senior Prefect for Peer Mentoring. Peer mentoring occurs throughout the whole academic year and can be in small groups or on a 1-1 basis.

All of our assigned peer mentors are trained by Mrs Timms (Deputy Head DSL) in basic safeguarding and are supported by their Heads of Year and the Pastoral Team.

It is an integral part of our wellbeing support for pupils and continues to thrive within our community.

## The Pupil Parliament

The Pupil Parliament is an elected body of pupils with representatives from all Houses, Day and Boarding, and all year groups. The Parliament meets on a fortnightly basis and is responsible for representing the pupil voice.

There are five separate departments, each overseeing a specific aspect of school life:

- Community – devising a programme of events and fundraisers to support the local community and charities. Forging links between day and boarding pupils.
- Health and Wellbeing - making recommendations to the Pastoral and Welfare Team regarding health and wellbeing and overseeing a mentoring programme.
- Houses – managing the House Competition activities in conjunction with House Captains. Creating a series of innovative and exciting competitions which engage all members of the school community.
- Environment - making recommendations as to how the school environment can be improved. Helping to encourage a healthy working environment through respect of each other, the building and resources. Encouraging sustainability and environmentalism within the school.
- Teaching and Learning - reporting to Heads of Section and the Senior Leadership Team on strategies that have benefitted pupil learning. Assisting in new teaching and learning strategies within the classroom as ambassadors.

The members of the Parliament discuss ideas, issues and recommendations arising from the pupil body, relating to the whole school. These are then deliberated upon and can be presented to the SLT in formal meetings. The Pupil Parliament is pupil led, in its aim to give them agency and responsibility in driving school policy and improving aspects of life at Ashford School for all who study/work here.

**PSHE and RSE Programme**
The school runs a comprehensive PSHE and RSE programme which is delivered in a timetabled session every week. The programme is delivered by teaching staff and a range of "guest" speakers, either resident or external experts.

## Equipment for Lessons

**General for all lessons**
- Black and blue pens
- Coloured biros
- 2 x HB pencils, a pencil sharpener and an eraser
- Ruler (30 cm)
- Scissors
- Glue stick
- Coloured pencils
- Highlighters
- Device charged with charger

Tippex and other correction fluids are **not allowed**.

**Art GCSE and 'A' level coursework and exam work**
All materials are provided in school. It is a good idea but not mandatory to purchase a set of acrylic and oil paints for use at home. We recommend brands such as Daler Rowney and Winsor and Newton. It is also preferable to have a good set of colour pencils such as those made by Prismacolor

**Business and Economics**
Pupils will need a calculator the same as used in Maths and a protractor.

**Chemistry**
Calculator for all lessons

**EAL**
A separate letter is sent to the parents of international pupils detailing the books and equipment required by the EAL Department.

**English**
Pupils are expected to bring a reading book to every lesson.

**Learning Enhancement**
Those pupils eligible for a reader should bring with them each day headphones that can be plugged into a 3.5mm jack.

**Mathematics**
Scientific calculator:

- KS3 Casio FX-85GT or equivalent
  KS4 Casio FX-85GT (or equivalent) or Casio Classwiz FX-991EX
- Sixth Form
  - Maths and Further Maths: Casio Classwiz FX-991EX or Casio fx-CG100
  - Core Maths: Casio Classwiz FX-991EX

Geometry set including compass and protractor.

Calculators can be purchased through the Maths Department, to do so parents need to email their child's maths teacher . The other equipment can be purchased in the Atrium.

**Music**
Headphones to connect to school device, or if Sixth Form own device.

**Physics**
Calculator for all lessons.

**Psychology**
Pupils will need a calculator.

**Modern Foreign Languages**
It is essential pupils have a pair of earphones or headphones that can be plugged into a 3.5 mm jack connector. Bluetooth is not available.

## English as an Additional Language

Every pupil's existing English qualifications are analysed in the first week of school while those that do not have qualifications are assessed. Pupils then identified as needing an IELTS qualification will be advised by the English as an Additional Language Department on how much support is necessary to prepare for the IELTS examination in readiness for university applications. The department will then organise lessons based on the pupil's needs and timetable.

# Ashford School Student Code of Conduct

These are the principles which pupils are expected to apply to the many situations they face daily. All pupils are expected to:

*show commitment to learning;*
*be honest, considerate and courteous to others;*
*contribute with enthusiasm and to the best of their ability;*
*show respect for themselves and for their environment;*
*promote the reputation of the School.*

The rules that follow are designed to promote the safety, effective working and well-being of all. They apply whilst at school, to/from school and whenever an individual represents the School.

**Attendance**

- All pupils are expected to attend school for the full duration of each term.
- Term dates are published in advance and must be observed.
- Permission for absence will only be given for exceptional circumstances. Emails requesting absence in advance should be addressed to Headmaster@ashfordschool.co.uk
- Routine medical and dental appointments should be arranged outside of School hours, wherever possible.
- Sporting fixtures and other activities take place at weekends as well as mid-week. To view up to date information on sports fixtures please visit our Sports Website: www.ashfordschoolsport.co.uk . If you are selected you are required to participate.
- If you leave School during the day you must report to the School Reception to sign out/in as you depart/return.
- If you are absent due to illness, your parent should phone on each morning of absence (01233 625171); absences lasting more than one day will need to be supported by a written explanation (given to the Form Tutor) irrespective of the age of the pupil.
- You are expected to arrive at school by registration at 08:30. Pupils who arrive after the registers close at 08:40 must report to the School Reception.
- If you become ill during the school day you should go to the Health and Wellbeing Centre.
- If illness or injury means you cannot participate in games, swimming or physical education you must bring a signed note from your parent explaining the reasons or your parent should email your tutor.
- Deliberate absence from lessons or any other aspect of school life is a serious matter and will be treated as such.

**Appearance**

- You must be smartly presented all times and your appearance should not be ostentatious.
- You must wear the uniform or games kit specified by the School and your clothes should be clean, in good repair and worn properly.
- Blazers are to be worn to and from school and during the school day but may be removed in lessons.
- Your hair must be tidy; its length, colour (must be natural) and style should be acceptable to the Senior Leaders of the School.
- Makeup and jewellery are not permitted in Years 7-11 with the exception of a single small stud earring in each ear.
- Skirts should reach the knee.

**Behaviour and Relationships**

- Eating and drinking are permitted only in the Atrium and Refectory or on the benches outside; food must not be removed from the Refectory.
- Chewing gum is not permitted in school.
- Mobile phones are not permitted during school hours.
- The possession at school of any of the following is forbidden: alcohol, tobacco (including e-cigarettes and vapes), illegal drugs (including so-called legal highs and drug paraphernalia), fireworks or any offensive weapon; betting and playing for money are also forbidden.
    - Possession of any of these items may jeopardise the perpetrator's place in the School.
- All forms of bullying are unacceptable. Bullying occurs when one person consciously and repeatedly makes another person ill at ease or unhappy.
    - Bullying can be both physical and psychological. Bullying may jeopardise the perpetrator's place in the School.
- Public displays of intimacy are not acceptable. Sexual activity between pupils is not acceptable and will normally lead to the pupils involved being asked to leave the School.

**Safety**

- You must make your safety and that of others a priority. You must take particular care when crossing East Hill and when going into the town or to the station.
- Driving or cycling to/from School is permitted. If cycling to school we advise you to wear a helmet. Your bike must be in full working order and by law, if cycling in the dark, must be fitted with lights. It is your parents' responsibility to ensure that you are competent, properly equipped and knowledgeable.
- Due to space restrictions, parking is not available on the school grounds.
- You must adhere to area-specific safety rules, such as the swimming pool, sports equipment, laboratories, workshops etc.

**Bounds**

During the school day all pupils are expected to remain on the school site. Sixth Form pupils may go into town at lunchtime. Any pupil who does go off-site at lunchtime must sign out and back in again in Reception. Unless directly supervised, Y7-11 pupils on site after 16:30 must be in the Somerville Library which closes at 18:00; Sixth Form pupils may utilise the common rooms.

**Property and Security**

- All your property should be marked with your name. Lockers are available to Years 7-11 pupils. The School is not responsible for valuables that have not been secured. Lost property is stored in Reception; check with the School Office to search for it.
- Damage should be reported to the School Office without delay. You may be liable for any damage caused.
- Separate guidelines are published which clarify the particular obligations applying to Sixth Form pupils and boarders.

The Headmaster of Ashford School has the authority, after proper consideration, to exclude any pupil from the School for a serious or repeated failure to observe these rules, or whose attendance, punctuality or academic progress is unsatisfactory, and to judge on the acceptability of variations not covered.

**Weapons, Illegal Drugs, Alcohol, Vapes, Tobacco and Tobacco Related Products**

Pupils bringing any of the above into the school or its environs will be dealt with by the Head of the Senior School or the Headmaster of Ashford School. Any pupil caught in possession of the above should expect to be excluded.

**Sanctions**
All pupils may be awarded a Detention for inappropriate behaviour, poor or incomplete work. There are three levels of detentions;

| | |
|---|---|
| Level 1 | 30min detention served at lunchtime. No notice need be given. |
| Level 2 | 60min detention served on Friday from 16:40-17:40 (a minimum of 24 hours notice is given to parents). |
| Level 3 | 120min detention served on Saturday. (A minimum of 24 hours notice is given to parents). |

Detentions are recorded on the pupil's record and an accumulation of detentions may lead to an escalation of the sanction, including exclusion from all or part of the School's activities. A Level 3 detention is referred to as a Serious Sanction and repetition of any behaviour warranting a Level 3 detention is likely to lead to suspension. **Detentions take precedence over all other activities.**

**Exclusion**
Pupils are only excluded from school in extreme circumstances and decisions about exclusions are made by the Headmaster. A pupil may be excluded for repeated offences or serious cases of anti-social behaviour or behaviour that brings the school into disrepute. A pupil may be internally or externally excluded from school and staff will be asked to supply work for the pupil to do during their time away from school. On their return to school, an excluded pupil will be seen by the Headmaster or the Head of the Senior School.

**If you have a Concern**
There may be times when you have a problem that you feel you cannot handle on your own. It may be that you are being unfairly treated or bullied, or that you have some other difficulty, inside or outside school, which you find hard to handle. Ideally, if you have a concern, you should first talk informally to your Tutor, any teacher you trust, the Wellbeing Team or the School Nurses. Alternatively, you may wish your parent to raise it on your behalf.

Referrals to the Wellbeing Team can be made via email, wellbeingteam@ashfordschool.co.uk , or via the referral form in your Year Group Team where you can also find The Concern Report Form.

Outside school a useful free telephone number is Childline on 0800 1111.

**Bullying**
Bullying occurs when one person consciously makes another person ill at ease or unhappy. Bullying can be both physical and psychological. All forms of bullying will be treated as a most serious matter and may jeopardise the perpetrator's place in the school. Bullying should be reported immediately to your Head of Year or another senior teacher.

The Bullying Report Form can be found in your Year Group Team.

## Administration

**My School Portal**
My School Portal is an online system designed to streamline communications between the school and home by bringing all information and services together into one easy-to-use dashboard.

My School Portal will allow parents and guardians instant access to information about their children, such as school timetables, sports fixtures, co-curricular schedule, school reports, messages and newsletters, as well as the ability to book buses, secure tickets for events and complete annual

forms to name but a few of the features. My School Portal pulls information from our existing platforms which our community is already familiar with (SOCS, Vectare, School Cloud etc.) and operates a single sign on to these third-party applications.

All information is accessed securely online using **one** username and password, and will be accessible via your desktop, tablet, or mobile device (there is also compatibility with Amazon Alexa). With all pupil information shown on one dashboard, we are reducing the need to log in to multiple platforms to access your child's information which will hopefully make managing and viewing your child's school day easier and quicker.

You can access the portal by navigating via the link below and using the email address you have supplied the school.
https://ashfordschool.myschoolportal.co.uk/request-password

**Absence**
Please see the section on reporting or requesting an absence.

All routine and any other correspondence about your child should be sent to your child's Tutor or Head of Year via MSP or email. Email addresses are available in the Pastoral section of this booklet.

**Uniform**
Our uniform is provided by SchoolColoursDirect.co.uk. They offer a secure online ordering service which allows you to shop for all uniform and sportswear at your convenience. SchoolColoursDirect.co.uk is directly linked from our school website.

**Ways we contact you**
We will send the majority of our messages to our parents via MSP (My School Portal) directly to parents' mobile phones or occasionally through iSAMS, our School Management system.
Both systems are an invaluable and efficient method of contacting parents. During the term time parents should receive a weekly newsletter via MSP.

## Forms for completion

The following must be completed prior to your child joining the school. The Admissions team will share these with you as part of the acceptance process.

- Ethnic Origin Form.
- Online Health Questionnaire.
- Photo Permission Form.
- Right to Study.
- Equipment Loan Form
- Acceptable Use of Digital Resources
- **International pupils** must also complete:
    - Care arrangements Form;
    - Guardianship Terms and Conditions;
    - Letter of Parental Consent;
    - Pupil Responsibility Form.
    - Guardian's Letter of Undertaking

## Transport

The School Bus Services run from and to Faversham, Aldington/Folkestone and Tenterden/Rolvenden. A shuttle bus service runs between East Hill and Great Chart in the mornings and afternoons. Before the start of the Autumn term a link will be sent to parents for the platform Vectare where there will be more information and the ability to book places.

## Drop off/parking

Parking space is unfortunately extremely limited and although we do have two small car parks, all permanent parking is needed for members of staff, or for parents and visitors with appointments at the school. Parents are welcome to use spaces for setting down and picking up, **PRIOR TO 08:30 AND AFTER 15:30:** please refer to parking signage on all school car parks. When dropping off pupils it is advisable to drive to the top of East Hill, turn around and allow pupils to alight safely on the correct side of the road outside the gates.

## Guidance for Boarders' Travel Arrangements

We ask that any travel arrangements are made outside of the School terms and, in order to have sufficient time for travel to the airport (usually Gatwick or Heathrow) and to check in, a pupil needs to leave Ashford School five hours before their flight time. Therefore, a pupil should not fly on any plane before 17:00 when term ends at midday or before 21:00 when term finishes at 16:40. If a pupil is unable to find a suitable flight on the last day of term then we ask that they stay overnight in the boarding house or, with their guardian and fly the next day.

Boarders are able to stay in the boarding houses for the night of the last day of a term or half term for no additional charge. This is to assist in the booking of suitable flights so that pupils do not miss any schooling. However, this must be arranged with the boarder's Houseparent in advance. The boarding houses will close at 10:00 the following morning.

## Guidance for requesting an absence

When requesting an absence for a pupil please see below the requirements. We are grateful for your cooperation on this matter; as you will be aware, the school does have specific reporting responsibilities over pupil attendance.

- Please state the name/s of the child/ren the request relates to.
- All requests should include as much detail as possible about the reason for the absence.
- Each request will be dealt with on a case by case basis.
- Pupils visiting university open days must request permission from Head of Year.

| Absence due to illness | Call School Reception (and email Form Tutor – Senior School only) |
|---|---|
| Medical and Dental appointments | Absence should be requested via MSP (My School Portal) |
| Specific educational events such as auditions, external exams, other visits | Absence should be requested via MSP (My School Portal) |
| Family events | Request to go to the Headmaster's Executive Assistant at headmaster@ashfordschool.co.uk<br><br>If you have children in both the Prep and Senior School, only one request email will need to be sent to this address, but please state the names and year group of the children that the request relates to. |

| | |
|---|---|
| Holiday/Extended absence | Request to go to the Headmaster's Executive Assistant at headmaster@ashfordschool.co.uk<br><br>If you have children in both the Prep and Senior School, only one request email will need to be sent to this address, but please state the names and year group of the children that the request relates to. |

## Alumni & Development

**The Ashford School Association – our alumni community**
The Ashford School Association (ASA) is our alumni community that connects you to a growing network of **nearly 5,000 former pupils and staff** from Ashford School, Ashford Girls' School, and Friars Prep, all around the world! The ASA is supported by the Alumni & Development Office.

**Here's what the ASA offers you as a pupil:**

- **Giving back:** by participating in charity events and activities, you can help raise funds for our school charity, ensuring talented pupils can join our amazing school.
- **Lifelong connection:** stay in touch with old classmates, teachers, and friends.
- **Networking opportunities:** connect with inspiring alumni across diverse careers – gain valuable advice and build connections that last a lifetime.
- **Events galore:** from city events to reunions at school, talks, creative workshops, sports matches, and even concerts – the ASA offers exciting events to keep you engaged.
- **Career inspiration:** get a head start on your future. The ASA hosts in-class career talks from successful alumni, providing invaluable insights for your future dream job.
- **School legacy:** the ASA also manages the school's archive, allowing you to reconnect with our history and school spirit from the last 125 years!

**Want to get involved?**

- **Request a talk or workshop:** ask your teacher to arrange an alumni talk for your class in a subject you're interested in. They can contact alumni@ashfordschool.co.uk for support.
- **Join an alumni event at school:** https://www.ashfordschool.co.uk/asa-events/
- **Help raise funds:** get involved in school giving days and events to raise money for our school's charity.

**The Ashford School Foundation – our school charity**
The Ashford School Foundation (ASF) is the school's charity dedicated to creating a more inclusive and positive learning environment for everyone.

**Here's how we achieve that:**

- **Bursary power:** we award financial aid (bursaries) to talented pupils who might not otherwise be able to afford an Ashford education. This could be someone with incredible potential in science, a future writing star, or a budding athletic champion – just like you!
- **Building the future:** we raise funds for exciting capital projects, like new science labs or performance spaces. This ensures everyone has access to the best resources to pursue their passions.