



Learn - Achieve - Persevere - Succeed



HEADTEACHER'S WELCOME

On behalf of the children, staff and governors, it is a pleasure to be able to welcome you to Low Ash Primary School - a caring, exciting and enjoyable place to learn and proud to be at the heart of the community.

We firmly believe that education is a partnership with parents and carers and, when your child comes into Low Ash with a wealth of knowledge, we aim to build on this to develop the skills for lifelong learning. Children learn most effectively when home and school work together, so when your child joins Low Ash, our job begins with your support. To strengthen the link between home and school our website <https://lowash.bradford.sch.uk/> provides lots of useful information including our school policies.

We are fortunate to have a team of highly dedicated staff and governors who work closely together to build a positive learning environment for all, ensuring that each of our children leaves us at the end of Year 6 as a passionate and resilient learner, who is excited for the challenge that lies ahead of them. By putting each child at the centre of learning, all children can excel and enjoy all aspects of school life at Low Ash, no matter what their abilities or backgrounds are, and be well equipped for the next stage in their education. Central to our curriculum is the development of social, moral, spiritual and cultural understanding in order that our pupils become confident, caring and respectful citizens, leaving Low Ash better people: ready and well-placed to contribute to the world. A rich programme of extra-curricular and enrichment activities provides further opportunities to increase the self-confidence and develop the skills of every learner.

Everyone can succeed at Low Ash Primary School. Simply, we want our children to be the **best that they can be**.

Mrs Beth Medhurst
Headteacher



CHILD PROTECTION AND SAFEGUARDING

Ethos

At Low Ash Primary, safeguarding children is everybody's business. Safeguarding children means protecting children from physical, emotional or sexual abuse or neglect. It also means improving their life chances by supporting children to grow up to be confident, healthy and happy adults.

Low Ash Primary School recognises the importance of creating an ethos within school that will help children feel safe and confident that they will be listened to. Because of their day to day contact with individual children during the school terms, teachers and other school staff are particularly well placed to observe the outward signs of abuse, changes in behaviour or failure to develop.

Safe Working Practice

Low Ash Primary School has developed a clear code of practice that staff understand and have agreed to. The code of practice offers guidance to staff on the way they should behave when working with children.

Child Protection Procedures

Low Ash Primary School adheres to child protection procedures that have been agreed locally through the Local Children's Safeguarding Board.

Child Protection and Safeguarding Policy

Our policy applies to all staff, governors and volunteers working in the school. There are five main elements to our policy:

- Ensuring we practise safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.

The school's Child Protection and Safeguarding Policy gives greater detail. A copy can be requested from the office and it is available for viewing on the school website.

The **Named Persons** at Low Ash Primary School from September 2025 are:

- Mrs Carmel Spedding - Assistant Headteacher for Inclusion (Designated Safeguarding Lead)
- Mrs Beth Medhurst - Headteacher (Deputy Designated Safeguarding Lead)
- Mr Dan Hurst - Deputy Headteacher ((Deputy Designated Safeguarding Lead)
- Mrs Louise Woolford - Assistant Headteacher (Deputy Designated Safeguarding Lead)
- Mrs Sadie Kellett - Pastoral and Family Support Officer (Deputy Designated Safeguarding Lead)
- Mrs Sharon Giedroijt - School Business Manager (Deputy Designated Safeguarding Lead)
- Mrs Jacqueline Hill - Attendance & Pastoral Office (Deputy Designated Safeguarding Lead)

The **Named Governors** are Sarah Abbasi & Claire Jones



THE SCHOOL DAY

Nursery Full Time

Start 8.30am

Finish 3.30pm

Nursery AM

Start 8.30am

Finish 11.30am

Nursery PM

Start 12.30pm

Finish 3.30pm

School - Reception to Year 6

Start 8.45am

Finish 3.25pm

Lateness

School commences at 8.45am. Punctuality is expected.

Registration is important as it ensures your child has a positive start to the day. It is a time when learning is often recapped.

If your child arrives after the close of registration, they should go to the school office where they will be asked to sign in. Their lateness is counted as an unauthorised absence.

ATTENDANCE PROCEDURES

Reporting your child's absence

Please use one of following options to report your child's absence:

Email - attendance@lowash.bradford.sch.uk

Phone school and leave a message on the answerphone

Phone school and speak to a member of the office staff

Please give your child's name, class and reason for their absence.

Appointments

Where possible, appointments for your child should be made for times outside of the school day.

Term Time Leave of Absence Requests

If you are intending to apply for a leave of absence from school for your child, the correct form must be completed and submitted to the office a full 2 weeks in advance of any departure date. An email is not sufficient as all absence requests have to be in line with Bradford Council's procedures. Leave of Absence Request Forms are available from the school office.



SCHOOL UNIFORM

We rely on the cooperation of parents/carers in supporting school uniform at Low Ash and ask you to ensure that your child wears the correct uniform. Please refer to the list below identifying the uniform, PE uniform and rules regarding jewellery. Please note that garments worn underneath uniform should be unobtrusive (e.g. a white vest under a white shirt).

NURSERY CHILDREN

Although there is no obligation to wear the school uniform in Nursery, many children do wear it and feel part of the school community. We recommend that Nursery children wear school uniform on their top half with a pair of black jogging bottoms or leggings.

UNIFORM LIST - RECEPTION TO YEAR 6

Winter

Long grey tailored trousers
Grey skirt or pinafore dress
White or red polo shirt or shirt with short/long sleeves
Red pullover/jumper/sweatshirt/cardigan
White or grey socks or tights (plain red tights are allowed)

Summer

Short grey trousers as an option
White or red polo shirt or shirt
White or grey socks
Red/white check gingham dress
Red pullover/jumper/sweatshirt/cardigan

PE Kit

Pair of black shorts or tracksuit bottoms or black leggings
Plain white or red t-shirt or with school logo
Plain black tracksuit top or red Low Ash sweatshirt or Low Ash PE hoodie
Trainers

ALL ITEMS OF UNIFORM AND PE KIT SHOULD BE PLAIN OR DISPLAY THE LOW ASH LOGO

Footwear

Black school shoes or sensible black boots should be worn. Children should have a pair of indoor shoes (slip on pumps are ideal) available to wear if their shoes become dirty. Please avoid shoes that your child cannot manage easily.

Outdoor Play

Each child will need a pair of wellington boots for outdoor play (all year round). Waterproof coat and trousers are also needed for outdoor play.

If your child comes to school in wellingtons or boots in bad weather, it is a good idea to provide a "named peg" or bag to keep them together.

Jewellery/Hair

In the interests of health and safety, the wearing of jewellery in school is NOT ALLOWED. If children have pierced ears, then only small stud type earrings are acceptable. These should be removed for PE; if your child cannot remove their own earrings, please make sure they do not wear them on PE days. Long hair should be tied back with suitable hair accessories. This is essential for PE and recommended throughout the school day. **Nail varnish/false nails/nail extensions should not be worn.**

ALL ITEMS OF CLOTHING SHOULD BE CLEARLY MARKED WITH YOUR CHILD'S NAME



PARENTPAY INFORMATION

ParentPay allows payments for school meals and other items such as trips, clubs and events, to be made online using a secure website which offers you the freedom to make payments 24 hours a day, 7 days a week.

New children will be issued with a letter giving their account details and a unique set of activation codes when they start at Low Ash.

Once the account is activated, online payments can be made straight away. Please visit www.parentpay.com, click Login.

You will have a secure online account, activated using a unique username and password; you will be prompted to change these, and to keep them safe and secure. If you have more than one child at our school, or children at other ParentPay schools, you can create a single account login for all your children.

Making a payment is straightforward and ParentPay holds a payment history for you to view later; no card details are stored in any part of the system.

ParentPay will keep an electronic record of your payments for your reference.

If you need any help with ParentPay please do not hesitate to ask.

Thank you in anticipation of your support.





SCHOOLPING INFORMATION

To help improve communication between school and parents/carers we use a service called 'SchoolPing'.

SchoolPing is a free to download app which allows you to receive instant messages straight to your smartphone, wherever you are. Whether you're at work, at home or on the go, all you need is an internet connection to stay up-to-date with all of the school's news. SchoolPing allows us to communicate quickly and securely with the option of attaching documents, images and videos which can all be viewed within the app. If you do not have access to a smartphone, you can also receive messages via email or by logging in to your account on the web.

The benefits of using SchoolPing:

- Complete consent/trip forms in seconds
- Messages will be delivered straight to your smartphone via the SchoolPing app
- Notifications will alert you to new messages, meaning you will never miss anything important
- It is free to download the SchoolPing app and it is available on iOS and Android devices
- You choose how to view your messages, whether it's on your phone, tablet or computer
- See those special school moments with photos, videos, sound clips and documents, all viewable within the app

To use SchoolPing and issue your welcome invitation, we will require your email address. You will receive an activation email once your child has started at Low Ash. Access to SchoolPing is provided to parents/carers who have parental responsibility for your child.

When you first login, you will be prompted to change these codes and create your own secure username and password.

If you need any help with SchoolPing, please do not hesitate to ask. Thank you in anticipation of your support.





FREE SCHOOL MEALS

If your child attends a tax-payer funded nursery or school, full time and in the Bradford district you may be able to get Free School Meals.

Can I apply for free school meals?

- Income Support
- Income Based Jobseekers Allowance
- Income Related Employment and Support Allowance
- Child Tax Credit with an annual income of less than £16,190, provided they are not receiving Working Tax Credit
- the 'Guaranteed' element of the State Pension Credit
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit with an annual net earned income threshold of less than £7,400
- If you are an Asylum Seeker, you will need to apply directly to the school or **contact the Access Team**

How to apply

You can apply online using our online form at;

https://onlineforms.bradford.gov.uk/ufs/FREE_SCHOOL_MEALS.eb?ebd=0&ebz=1_1745400213155

You will be told straight away if you qualify.

School meals are free for Reception, Year 1 and Year 2 - why do I still need to apply?

All children in Reception, Year 1 and Year 2 get free school meals, but if you receive one of the benefits from the list above you may also get help with:

- the cost of residential school trips (speak to your school about this)
- travel costs to school
- school uniform costs (speak to your school about this)
- council run music lessons at school

For each child registered for free school meals, schools receive a pupil premium of £1,515 (Primary schools) or £1075 (Secondary schools) per year. This money is to help your child achieve their best at school.



What if my circumstances change?

If your circumstances change or your child changes school you need to tell the local authority as your entitlement may change.

<https://www.bradford.gov.uk/benefits/applying-for-benefits/free-school-meals/>



HOLIDAY LIST 2025/26

AUTUMN TERM 2025

Thursday	28 th August	INSET Day (School Closed)
Friday	29 th August	INSET Day (School Closed)
Monday	1st September	School re-opens for children
Friday	24 th October	School closes - Half Term
Monday	3rd November	School re-opens for children
Friday	19th December	School closes - Christmas

SPRING TERM 2026

Monday	5 th January	School re-opens for children
Friday	13 th February	School closes - Half Term
Monday	23rd February	School re-opens for children
Friday	27 th March	School closes - Easter

SUMMER TERM 2026

Monday	13th April	School re-opens for children
Monday	4 th May	School closed - May Day
Friday	22 nd May	School closes - Spring Bank
Monday	8 th June	School re-opens for children
Monday	20 th July	School closes - End of Summer Term



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