

# BASSINGHAM PRIMARY SCHOOL



## PARENT HANDBOOK

The Aspire Schools Trust is a highly innovative Lincolnshire-based Multi Academy Trust, educating pupils of all abilities from the ages of 4-18.

Currently consisting of Sir William Robertson Academy and Bassingham Primary School, our family of schools is set to grow and can see huge benefits for our community in the establishment of a successful and progressive cross-phase MAT, rather than one linked narrowly to the primary or secondary phase.

### Taking you step-by-step through starting school

Mr Sam Betts, Headteacher, says....

**Its great news that your son or daughter is starting at our wonderful school. Thank you for selecting us!**

Firstly, we need some information from you, so could you please complete the PUPIL ADMISSION FORM, steps 1-7 and return your completed forms to the school office.

#### **Answering Your Questions:**

We have tried to include all the information you will need in this Parent Handbook, starting with our KEY INFORMATION, then some FREQUENTLY ASKED QUESTIONS. If you have any questions that are not answered here, please contact the school office on 01522 788395 and we will be happy to help!

#### **Working Together and Policies:**

We have included a page on working with parents and some important policies you need to know about.

#### **Term Dates:**

Term dates are available on our website.

## Lastly.....

Welcome to Bassingham Primary School, I look forward to getting to know you and your child.

## KEY INFORMATION:

### What are our school times?

- \* 8:50am - The school gates open for the start of the day.
- \* 9:00am - 9:10 Registration, children attending school after this time will be marked as late.
- \* 12:00 - 1:00pm - Lunchtime.
- \* 3:20pm - School finishes for Reception, Year 1 and Year 2.
- \* 3:30pm - School finishes for Years 3, 4, 5 and 6.

### Arrivals and departures

Children should not arrive at school before 8:50am unless they attend Breakfast Club. Children remain the responsibility of their parents up until they enter the school grounds. The back gate will be closed promptly at 9am. If your child arrives after this time they will need to enter the school through the main entrance.

### Wrap-around Clubs

Our Treetops Club offer wrap-around care and holiday club for children aged 3 - 11.

**Breakfast Club** - We have a Breakfast Club which runs from 8:00am each morning. The facility provides a really good start to the day for those parents who have difficulty in balancing home and work arrangements. Children are offered a variety of breakfast items.

**After School Club** - Treetops Club also hosts the after school club. All staff hold current First Aid and Safeguarding certificates. Children are collected from the main hall by the Tree Tops Club staff and taken to the after school club which is open until 6pm. Options to purchase a hot meal are available and are ordered termly or a tucker meal of toast, fruit and biscuit is offered.

**Holiday Club** - A holiday club is also held at the Treetops Club during school holidays.

**Applying for a place** - If you are interested in any of the clubs held at Treetops, please contact them for further information on 01522 789492 or email [treetops@bassinghampreschool.org.uk](mailto:treetops@bassinghampreschool.org.uk)

### Uniform

We expect to see all children in a school uniform. This ensures the children look smart, which in turn encourages them to take pride in their school and approach learning in the right frame of mind. A school uniform helps promote a sense of belonging and community. School uniform and PE kit can be purchased from: TESCO, UNIFORM DIRECT & NEEDHAMS UNIFORMS.

#### **Our uniform consists of:**

- \* Black or Navy Shoes (No heels or trainers).
- \* Black, Grey or Navy Socks/Tights.
- \* Black, Grey or Navy Trousers (inc. girls), Skirts or Pinafore.
- \* Pale Blue or White Polo Shirt.
- \* Blue Sweatshirt, Jumper or Cardigan with school logo.

### Summer Uniform (Optional)

### Lost Property

Please contact the school office 01522 788395.

### Food In School

**School Meals** - Our children are busy growing, not just through their learning but physically too. We know that to perform at their best, they need a balanced and nutritious diet. Children have the choice of either a hot meal supplied by our catering provider 'Ginga Catering' who now offer a 'Free From' gluten, dairy and lactose hot meal menu, or bringing a packed lunch into school.

**Free School Meals** - All children in Foundation, Year 1 and Year 2 are eligible for Universal Infant Free School Meals. From Year 3 upwards some children whose families meet the criteria may be entitled to free school meals. If you think your child may be eligible, you will need to apply via the Parent Portal at <https://cc.cloud.servelec-synergy.com/parentportal> or ask at the school office for details on how to apply.

**Dinner Money** - The cost of a hot meal for children not eligible for free school meals is £2.30. Meals are ordered on-line via Ginga Catering website.

**Packed Lunch** - As part of our healthy eating policy, we encourage children who eat a packed lunch to enjoy a balanced diet including, e.g. a sandwich, cereal bar and a piece of fruit. We would ask that you support the school in its policy by ensuring packed lunches include a balanced, healthy choice of food. Suggestions can be found on the NHS Live Well for children website. Please visit <http://www.nhs.uk/livewell/yourchildatschool> and look under the Healthy Lunchbox Treats section. If your child brings a packed lunch to school, it must be in an unbreakable container, clearly labelled with your child's name and class. Definitely no glass containers for drinks please.

**Fruit and Drinks** - All children in Reception, Years 1 and 2 are provided with free fruit every day and so snacks do not need to be provided from home. To encourage children to try a variety of foods, different fruit are provided throughout the week such as oranges, apples, grapes, raisins, pears and plums. If your child has any allergies, please ensure your child's class teacher is made aware so that an alternative fruit may be provided that day.

Children in Years 3, 4, 5 and 6 (Key Stage 2) may bring in a snack from home. Mid-morning snacks may include a piece of fresh or dried fruit. Please ensure children do not bring in biscuits or chocolate bars for snack time.

**Milk** - Milk is provided free to nursery age pupils and any children

\* Blue & White Check Dress with White Socks (Girls).

\* Black, Grey or Navy Shorts.

#### **P.E. Kits**

\* Black or Navy Shorts, White T-Shirt, Black Plimsols or Trainers.

\* Outdoor P.E. Kit - Jogging Bottoms, Hoodie/Sweatshirt, Trainers

Please ensure all clothing is labelled with your child's name.

## FREQUENTLY ASKED QUESTIONS:

Here are our answers, to what we find, are the most frequently asked questions. If you have any different questions, please contact the school office and we will be happy to help.

### **Absence**

At Bassingham Primary School we are committed to promoting excellent levels of attendance and punctuality, enabling our pupils to take full advantage of the educational opportunities available to them. Good attendance helps the children in our school community to maximise their learning. We recognise that positive behaviour and attendance have a significant impact on our children's attainment and their life chances as it maximises their learning opportunities. Our school policy aims to support us all to achieve high levels of attendance and punctuality. We aim to encourage and assist all children to achieve excellent levels of attendance and punctuality and reduce persistent absence in order that all pupils are assisted in reaching their potential.

If your child is unable to attend school please notify the school office by 9:00am on the day of absence.

If your child has to leave school during the day, we must, for safety reasons, have a request from you and your child must be collected. Children will never be allowed to leave the premises by themselves during school hours. If they are collected during the day you will be asked to sign them out at the school office.

### **Holidays**

The school has a good level of attendance. We do not advocate term time holidays and we expect all holidays, visits to see family etc. to take place during school closure periods. All school holiday dates are published to parents one year in advance. If you do need to go away in an emergency, there are forms to complete, available from the school office, and should be completed in advance.

Request for absence - With this in mind the Government and Local Education Authority have now put in place new procedures regarding absence during term time. A request for leave of absence must be applied for in writing, using the appropriate application form, to the Headteacher. Holiday requests during term time are not usually granted apart from very exceptional circumstances. If holidays are taken during term time without permission, this will result in a penalty notice and parents could be fined.

who receive free school meals. Milk is available to other pupils through the Milk in Schools Scheme for a small charge via our school milk provider 'Cool Milk'.

Water Bottles - Hydration is important and aids learning, we encourage children to drink water regularly. Water is available throughout the day. Children should bring in a named bottle from home.

### **Jewellery, Watches and Hairstyles**

Only watches and one pair of stud earrings are allowed. Children should remove these for PE, or if they are unable to remove them independently, please ensure they are removed before attending school. Newly pierced ears should have the studs covered for PE with surgical tape provided from home. Please note that any accidents caused or exacerbated by the wearing of jewellery are entirely the responsibility of the parents of the child wearing such items. The school accepts no responsibility. The staff have been instructed not to remove or replace studs. This is the responsibility of the child. Parents should also be aware that staff are unable to accept liability for loss, theft or damage of such items, as they are not covered by insurance.

We request hairstyles are sensible and appropriate for school. We ask that long hair is tied back to help us eradicate head lice and for health and safety reasons during PE lessons.

### **Clubs and Activities**

A variety of after school clubs have been organised for our children, to support or extend learning opportunities and provide for the needs of Gifted and Talented children. Examples include:

\* Football \* Chess Club \* Percussion \* Netball \* Multisport \* Synergy Sports \* Cooking Club \* Art Club \* Film Club \* Beacon Club \* - to teach children independence and help grow in confidence.

In addition to these clubs, the school also involves the children in musical productions, theatre trips, residential trips and trips linked to the curriculum.

### **Charging Policy**

The school has a charging policy, in accordance with the requirement of Section 110 of the Education Reform Act 1988 and Chapter 32 of the Education Act 2002. The policy is annually agreed by Governors and applicable to all registered pupils. Parents are asked to make voluntary contributions to cover the cost of trips or visits via our payment system 'Parent Pay'.

### **Medicine in School**

Should your child require medication during the school day, please hand in the medicine to the school office, you will be asked to complete a Pupil Medicine Form, giving your permission to administer the medicine.

Nut Allergies - Those children who have a known nut allergy must supply school with an Epi-pen. Staff are trained to administer this

should an emergency arise.

Inhalers - all prescribed inhalers will be kept with the individual child or in the classroom within easy access at all times to the child. These inhalers must be taken on school trips and be labelled with the child's name and class. The expiry dates should be checked by parents on a regular basis.

## FREQUENTLY ASKED QUESTIONS:

### Special Educational Needs

At Bassingham Primary School we strive to support all children to enable them to achieve at school. In order to do this, many steps are taken to support them through their learning journey. Quality first teaching is vital; however for some children there are occasions when further additional support may be needed to help them achieve their targets. We work with parents every step of the way in identifying and supporting additional needs. When a pupil has been identified with special needs their work will be differentiated by the class teacher to enable them to access the curriculum more easily. Teaching Assistants (TA's) may be allocated to work with the pupil in a small focus group to target more specific needs.

If a child has been identified as having a special need, they will be given an Individual Education Plan and an Additional Needs Plan and targets will be set for their areas of need. These will be monitored by the class teacher and by the Senco three times a year and discussed with parents during our in school review. Additional specialist external resources will be utilised where appropriate to support your child and their individual learning.

The Special Educational Needs Policy of the school outlines the procedure for early identification, continual assessment, appropriate provision, record keeping and the involvement of outside agencies. In the implementation of the policy, resources are allocated to pupils after identifying need and determining priorities. Please contact the school office for a copy of our full SEN Policy.

## WORKING WITH PARENTS:

### Parental Involvement

The school value parental and community involvement and parents are welcome to help in school. Regular helpers are obliged to undertake a 'Disclosure and Barring' clearance form.

### Communication with Parents

We have an open door policy at Bassingham Primary School where parents are very welcome to discuss any concerns. It is important that we work together straight away to resolve any issues, no matter how big or small. Please contact the school office to make an appointment or email

### Emergency Arrangements

In the event of the school being closed due to severe weather; please listen to one of the radio stations listed below or check their websites:

Lincs FM or BBC Radio Lincolnshire

Or check <http://www.lincolnshire.gov.uk/schoolclosures/>

An email alert will be sent to you via our school txtround communication service.

Collecting Your Child - If school closure is announced during the day due to severe weather conditions, every effort must be taken to collect your child as soon as possible. If you personally cannot get to school, or you work out of the local area, please have a contingency plan in place i.e. please nominate an adult to collect your child in your absence and organise this beforehand as the weather forecast is likely to have alerted us to the fact that the weather may become hazardous during the day. Please make sure that we have at least two current contact numbers, in case we need to contact you urgently.

### Friends of Bassingham School (FOBs)

We have an active FOBs, which raises additional funds for the children. Every parent is automatically a member and the function is to develop closer links between the parents, teachers and local community and to provide financial support towards educational resources and equipment. The events that are organised vary from year to year.

Join the FOBs - We welcome any ideas for fundraising and encourage

[enquiries@bassingham.school.org](mailto:enquiries@bassingham.school.org)

**Parents Evenings** - Are a formal opportunity for you to meet with your child's teacher to view and discuss their work and learn more about their progress throughout the year. If however you have any concerns at any other time during the year, please do not hesitate to speak with your child's teacher or arrange an appointment through the school office.

**Newsletters** - Our regular newsletters contain school news and information on recent and upcoming school events. You will also find important dates listed here.

parents to share these with us. Please come and join us, share your talents with our school.

### Contacting Parents

On some occasions it is necessary for a child to be sent home, whether due to illness or because of an accident, it is essential that not only do we have phone numbers for home, work and a mobile, but also an alternative contact. You will appreciate the need to keep this information up to date and it is vital that the school is notified of any changes in circumstances as soon as possible.

## SCHOOL POLICIES:

### Why Do We Need Policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

**Parents Need Policies** - Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special education needs policy before deciding whether to apply for their child to attend the school.

**High Standards** - At Bassingham Primary School we believe policies are important as they help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can either call the school office and ask for a copy of a policy or go on our website by visiting <http://bassingham.school.org> and 'Parents' and 'School Policies' in the top menu bar.

### Key Policies

Some of the Trusts key policies:

- \* Vision and Values
- \* Admissions
- \* Safe Guarding
- \* Anti-Bullying
- \* Behaviour
- \* Complaints
- \* Charging
- \* Health & Safety
- \* Parent/Carer Code of Conduct

## OUR VISION:

**At Bassingham Primary School we aim to create a caring, stimulating and happy environment in which each child will experience a broad balanced curriculum, develop positive attitudes and acquire a sense of achievement, self-confidence and self-discipline.**

**We aim to :**

- \* Raise level's of attainment for all pupils, enabling them to achieve their personal best.

- \* Develop confident, disciplined and enquiring learners, able to make informed choices.
- \* Foster a love of learning
- \* Foster self-esteem and personal responsibility, linked to respect for the needs and feelings of others.
- \* Facilitate considerate and positive relationships between all members of the school community.
- \* Help pupils to develop strategies for self-evaluation, thus enabling them to realise their potential for learning and capacity for enjoyment.
- \* Support and develop an awareness of a healthy lifestyle.
- \* Ensure equal opportunities and help children develop a reasoned set of attitudes, values and beliefs towards all different religions, races and cultures.
- \* Provide a safe and happy work place.
- \* Promote a thoughtful attitude towards the immediate and wider environment.

Our goal is to develop the skills, concepts, attitudes and moral values necessary for each child to take their place in the world as an active, responsible member of society, capable of achieving as much independence as possible.

## OUR VALUES:

- |                  |              |
|------------------|--------------|
| * RESPONSIBILITY | * FRIENDSHIP |
| * RESPECT        | * HONESTY    |
| * TOLERANCE      | * HAPPINESS  |

### BASSINGHAM PRIMARY SCHOOL

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