



Parent Handbook

Taking you step-by-step
through starting school



Enjoying Learning, Achieving Success



Mr Ian Howells,
Headteacher, says...

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

We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

Answering your questions

On page 11 is Key Information and pages 12-13 are answers to 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!

Policies and term dates

On page 14 are details of some important policies you need to know about... and page 15 has term dates.

Welcome

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

Step 1

STEP 1: PUPIL ADMISSION FORM

Bassingham Primary School

All schools are required by law to keep on record details of children admitted; we would therefore be grateful if you would complete this form and hand it into the school office. Your child's [birth certificate](#) should be presented at the same time.

Please tick accordingly

| | | |
|--|---|--------|
| Full Name of Child: | Male | Female |
| Date of Birth: [] [] / [] [] / [] [] | Birth certificate checked at school (Date and initials) | |
| Child's Permanent Address: | | |
| | | |
| Post Code: | Telephone No: | |

DETAILS OF THOSE WITH LEGAL PARENTAL RESPONSIBILITY:

| | | | |
|------------------------------------|-------------------------------|------------------------------------|-------------------------------|
| Mother: (Name) | Title: | Father: (Name) | Title: |
| Address: (if different from above) | | Address: (if different from above) | |
| | | | |
| Post Code: | | Post Code: | |
| National Insurance No: | | National Insurance No: | |
| Telephone No. | Home: Mobile: | Telephone No. | Home: Mobile: |
| | Work: (for emergency contact) | | Work: (for emergency contact) |
| Priority E-mail address | | | |
| With whom does the child live? | | | |
| Details of other children: | | | |
| Name: | Date of Birth: | Relationship: | School (if applicable) |
| | | | |

DETAILS OF ANY OTHER PEOPLE WITH PARENTAL RESPONSIBILITY (See *Note overleaf)

| | |
|---------------|---------------|
| Name: | Name: |
| Address: | Address: |
| | |
| Post Code: | Post Code: |
| | |
| Telephone No: | Telephone No: |

PLEASE ATTACH A COPY OF ANY COURT ORDERS RELATING TO YOUR CHILD
Please tick if attached []

*Note: OTHERS WITH PARENTAL RESPONSIBILITY AS DEFINED BY CHILDREN ACT 1989

- 1) by making a parental responsibility agreement with the mother,
- 2) by applying to Court for an order which gives him parental responsibility;
- 3) by marrying the mother; 4) by being made a guardian; 5) by obtaining a residence order.

| | |
|---------------------------------------|-------------------------|
| School last attended (if appropriate) | Date of last attendance |
|---------------------------------------|-------------------------|

Date:

| | | | |
|-------------------------|--------|-------------------------|--------|
| Name: | Title: | Name: | Title: |
| Address: | | Address: | |
| Post Code: | | Post Code: | |
| Relationship to Child: | | Relationship to Child: | |
| Telephone No: (1) Home: | | Telephone No: (1) Home: | |
| (2) Mobile: | | (2) Mobile: | |

| | |
|----------------|----------------|
| Name: | Name: |
| Address: | Address: |
| Telephone No.: | Telephone No.: |

| |
|---|
| Date of my child's last anti-tetanus injection: |
| My child's religion is: |

Date:

Please tear here

If you have answered yes to any of the previous questions, your son/daughter may have met the Disability Discrimination Act 2005 definition of disabled. Please tick the boxes below that more accurately describe your son/daughter's health condition or disability. This information will help us to identify what we need to do to support your child at school.

Due to your child's health condition or disability do they have difficulty with:

- Moving about the school and going on educational visits?

☐ YES ☐ NO
- Washing, going to the toilet, controlling the need to go to the toilet?

☐ YES ☐ NO
- Dressing themselves?

☐ YES ☐ NO
- Hearing or sight?

☐ YES ☐ NO
- Complex health needs requiring daily assistance in order to maintain optimum health, such as physiotherapy at school?

☐ YES ☐ NO

If your child takes regular medication please describe (if medication is to be administered in the school a Care Plan will be drawn up). Please give details:

Any further detail or information we need to know about your child's condition?

Please give the details of the agencies involved in your child's health condition or disability:

| Agency | Name of person involved with your child | Address | Phone Number |
|--------|---|---------|--------------|
| | | | |

Regulations make it necessary for a medical consent form to be signed by one of the parents, or legal guardians, of every child going on an educational visits of any kind.

This consent will cover all time in School and educational visits taken by your child whilst attending this school.

Should the necessity arise I agree to the person in charge of the party from Bassingham Primary giving consent to such medical treatment which, in the opinion of a qualified medical practitioner, may be necessary.

Doctors name and telephone number:

Signed (Parent/Carer)

Print name

Date:

Step 2

Step 3, 4

I give permission for my child to go on local walks and visit local sites and travel in a member of Staff's car and other parents cars.

Signed (Parent/Carer)

Print name

Date:

STEP 4: PRIVACY NOTICE

Bassingham Primary School

Privacy Notice - Data Protection Act 1998

Bassingham Primary is a data controller for the purposes of the Data Protection Act. The school collects personal information from you regarding your child and may receive information about your child from their previous school / nursery. We hold this personal data to:

- support your child's learning;
- monitor and report on your child's progress;
- provide appropriate pastoral care, and
- assess how well we are doing.

Information about your child that we hold includes contact details, national assessment results, attendance information and personal characteristics such as ethnic group, any special educational needs they may have and relevant medical information.

We will not give information about your child to anyone without your consent unless the law and our policies allow us to.

We are required by law to pass some information about your child to our Local Authority (LA) and the Department for Education (DfE).

If you want to receive a copy of the information about you that we hold or share, please contact Mrs Howells, Headteacher.

If you need more information about how the LA and DfE store and use your information, then please go to the following website:

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you cannot access this website, please contact the LA or DfE as follows:

- www.kelsi.uk

- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: www.education.gov.uk

Email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288

Please tear here

We all enjoy and treasure images of our family and friends; family events and holidays. School events are moments we all like to capture in photos or on video.

Whilst this can be very useful to all of us at home and in schools, we must ensure we protect and safeguard all children and staff, including those who do not want to have their images stored online.

From time to time our school may be visited by the media who will take photographs or film footage of a special event or visiting dignitary. Pupils will often appear in these images, which may appear in the local or national newspapers, county magazines or on televised programmes.

We also have a school website where we display pictures of events which may include your child.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child. Please answer the questions below, then sign and date.

Please ensure that you have read and understood the conditions of use on the bottom of this form.

1a. Do you consent to your child being photographed or filmed in press events agreed by the school? ☐ YES ☐ NO

1b. May we use a photograph which includes your child on our school website? ☐ YES ☐ NO

1c. May we use your child's image in the form of a photograph, video or webcam for school use e.g. to display in classrooms, in photograph albums of special events such educational visits, email across classes? ☐ YES ☐ NO

2a. Do you consent to your child's name (first and surname) being published with a press photograph? ☐ YES ☐ NO
(these are also normally put on the press website)

2b. Do you consent to your child's name (first and surname) being included on our website? ☐ YES ☐ NO

2c. Do you consent for your child's name (first and surname) to be put in our 1/2 termly newsletter which goes on the website? ☐ YES ☐ NO

3. Do you consent for your child to use electronic mail and the internet. ☐ YES ☐ NO

4. I have read and understood the conditions of use on the bottom of this form. ☐ YES ☐ NO

5. As the child's parents/carers we agree that if we take photographs or video recordings of our child/ren at Bassingham Primary which include other pupils or staff, we will use these for personal and family use only and for the purpose for which they are intended (to enjoy watching your child's educational development). Images will not be distributed or stored online or shared on any social networking sites. We will support this School's approach to Online Safety and will not upload or add any pictures, videos or text that could upset, offend or threaten the safety of any member of the school community.

I / We (please delete) understand that where consent has not been obtained from other parents or staff for any other use, we would be in breach of the Data Protection Act 1998 if we used our recording / photographs for any wider purpose.

Signed (Parent/Carer)

Print name

Date:

CONDITIONS OF USE

1. This form is valid at Bassingham Primary School from the date you sign it for the period your child attends this school. The consent will automatically expire after this time. It is your responsibility to let us know and confirm in writing if you want to withdraw or change your agreement at any time.
2. We may include pictures of pupils and teachers that have been drawn by the pupils.
3. We will only use images of pupils who are suitably dressed to reduce the risk of such images being used inappropriately.
4. Bassingham Primary School does not include personal e-mail, postal addresses and telephone or fax numbers on videos or photographs.
5. The annual class group photograph taken by a professional photographer and sold to parents will include all children present that day unless the school is informed otherwise by a parent.

Step 5

Step 6

In certain circumstances the school will receive additional funding to support pupils.

In order for the school to access this funding on the parents behalf, please tick the boxes applicable to your status:

- ☐ INCOME SUPPORT
- ☐ INCOME-BASED JOB SEEKERS ALLOWANCE
- ☐ GUARANTEED ELEMENT OF PENSION CREDIT
- ☐ CHILD TAX CREDIT (without working tax credit) and an annual income below £16,190.
(This is NOT Child Benefit)
- ☐ EMPLOYMENT AND SUPPORT ALLOWANCE (Income Related)
- ☐ SUPPORT UNDER PART VI OF THE IMMIGRATION AND ASYLUM ACT 1999
- ☐ A PARENT SERVING IN THE REGULAR ARMED FORCES
- ☐ NONE OF THE ABOVE APPLY

Signed (Parent/Carer)

Print name

Date:



“The staff at Bassingham know all the children well and you can feel it is a nurturing environment...I would wholeheartedly recommend the school to other parents. Dominic is four and in pre-school at the moment but he will be going up to reception at Bassingham in September and I am confident he will be well looked after.” **Sarah and Justin Hall live on the outskirts of Lincoln with their children, Sophia, aged seven, Joshua, aged five, and Dominic, aged four**

Please tear here

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth.

Please study the list below carefully and tick one box only to indicate the ethnic background of the child named.

At Bassingham we celebrate diversity and greatly value the wide range of languages spoken by our children outside of school.

What is the main language spoken in your family?

Please tell us of any other language that is spoken in your family:

| | | | |
|--------------------------|-----------------|--------------------------|--------|
| Religion | | | |
| <input type="checkbox"/> | Christian | <input type="checkbox"/> | Jewish |
| <input type="checkbox"/> | Hindu | <input type="checkbox"/> | Muslim |
| <input type="checkbox"/> | Jehovah Witness | <input type="checkbox"/> | Sikh |
| | | Other: | |

| | | | |
|--------------------------|-----------------------------|--------------------------|-----------------------|
| White | | | |
| <input type="checkbox"/> | English | <input type="checkbox"/> | Bosnian-Herzegovinian |
| <input type="checkbox"/> | Scottish | <input type="checkbox"/> | Croatian |
| <input type="checkbox"/> | Welsh | <input type="checkbox"/> | Greek |
| <input type="checkbox"/> | Other White British | <input type="checkbox"/> | Greek Cypriot |
| <input type="checkbox"/> | Irish | <input type="checkbox"/> | Gypsy/Roma |
| <input type="checkbox"/> | Traveller of Irish Heritage | <input type="checkbox"/> | Kosovan |
| <input type="checkbox"/> | Albanian | <input type="checkbox"/> | Portuguese |

| | | | |
|---------------------------|-------------|--------------------------|----------------------|
| Asian or Asian Background | | | |
| <input type="checkbox"/> | Indian | <input type="checkbox"/> | African Asian |
| <input type="checkbox"/> | Pakistani | <input type="checkbox"/> | Nepali |
| <input type="checkbox"/> | Bangladeshi | <input type="checkbox"/> | Sri Lankan Sinhalese |
| | | | Sri Lankan Tamil |
| | | | Sri Lankan Other |
| | | | Other Asian |

| | | | |
|--------------------------|---------------------------|--------------------------|------------------------------------|
| Mixed/Dual Background | | | |
| <input type="checkbox"/> | White and Black Caribbean | <input type="checkbox"/> | Asian and any other ethnic group |
| <input type="checkbox"/> | White and Black African | <input type="checkbox"/> | Black and any other ethnic group |
| <input type="checkbox"/> | White and Pakistani | <input type="checkbox"/> | White and any other ethnic group |
| <input type="checkbox"/> | White and Indian | <input type="checkbox"/> | White and any other Asian |
| | | | Chinese and any other ethnic group |
| | | | Other mixed background |

| | | | |
|--------------------------|-----------|--------------------------|----------------------------|
| Black or Black British | | | |
| <input type="checkbox"/> | Caribbean | <input type="checkbox"/> | African |
| | | | Any other black background |

| | |
|--------------------------|---------|
| Chinese | |
| <input type="checkbox"/> | Chinese |

| | | | |
|--------------------------|------------|--------------------------|------------------------------|
| Any Other Ethnic Group | | | |
| <input type="checkbox"/> | Afghan | <input type="checkbox"/> | Iraqi |
| <input type="checkbox"/> | Arab other | <input type="checkbox"/> | Japanese |
| <input type="checkbox"/> | Egyptian | <input type="checkbox"/> | Kurdish |
| <input type="checkbox"/> | Filipino | <input type="checkbox"/> | Latin/South/Central American |
| <input type="checkbox"/> | Iranian | <input type="checkbox"/> | Lebanese |
| | | | Malay |
| | | | Thai |
| | | | Vietnamese |
| | | | Any other ethnic group |

☐ I do not wish an ethnic background category to be recorded

Signed (Parent/Carer)

Print name

Date:

Step 7

Key Information

What are our school times?

- 8.50am - The school gates open for the start of the school day.
- 9.00am - Registration. Children attending school after this time will be marked as late.
- 12.00 to 1.00pm - Lunch time.
- 1.00pm to 3.20/3.30pm - Afternoon lessons.
- 3:20pm - School finishes for Reception, Year 1 and Year 2
- 3.30pm - School finishes for Year 3, 4, 5 and 6

Morning sessions in preschool, held in our Tree Tops Club which is attached to the school, start at 9.00am and finish at 12.00pm and afternoon sessions start at 12.00pm and finish at 3.15pm.

Wraparound Clubs

Our Tree Tops Club offers 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 in our Tree Tops Club which is attached to the school. This 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 light breakfast of cereals, yoghurts, fruit or toast. The cost is £4.00 per day per child with a reduction for siblings. Please contact Tree Tops to book on 01522 789492.

After School Club

Tree Tops Club also holds our after school club. All staff hold current First Aid and Safeguarding certificates. Children are collected from their classrooms by the Tree Tops Club staff and taken to the after school club which is open from 3.30pm until 6.00pm. A light tea time snack is offered e.g. toasted sandwiches, jacket potatoes.

All fees are payable on a half-termly basis at a charge of £7.50 with reductions for siblings.

Holiday Club

A holiday club is also held at the Tree Tops Club during school holidays. The cost per day is £25.00 per child. Sessional 1/2 day costs are £13.00 per child and sessions run from 8.00am until 1.00pm or 1.00pm until 6.00pm.

Applying for a place

Please contact the Tree Tops Club directly on 01522 789492.

Arrival and collection

Younger children will be collected and taken to the Tree Tops Club. Older children are made aware of where after school provision takes place. If a child signs up for any of our after school clubs on offer throughout the school year, they will be taken to or be reminded to go to the Tree Tops Club when the club finishes.

Contact number

During Club hours the telephone number is 01522 789492. Our email address for general enquiries is bassinghampreschool@googlemail.com

Arrivals and departures

Children should not arrive at school before 8.50am unless they attend Breakfast Club. Children remain the responsibility of their parents until entrance to the school. The back gate will close promptly at 9am. If your child arrives after this time they will need to enter the school through the main office entrance.

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, PE kit and book bags can be purchased from:

Tesco, Uniform Direct & Andy Needham

Our uniform consists of:

School uniform - Winter or Summer

- Navy or black sensible shoes (no heels or trainers).
- Navy, black or grey tights/socks.
- Navy, black or grey trousers (incl girls), skirts or pinafores.
- Pale blue or white polo shirts.
- Sweatshirt jumpers or cardigans with school logo.

School Uniform – Summer (optional)

- Blue/white check dresses and white socks (girls).
- Navy/black or grey shorts (boys).
- Grey socks.

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

Lost Property

Please contact the school office.

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 nutritious meal supplied by our catering provider, GINGA catering or bringing a packed lunch into school. We have a new ‘free from’ gluten, dairy and lactose hot meals menu.

Free school meals

All children in Foundation and Years 1 and 2 are eligible for free schools meals. From Year 3 upwards some children whose families meet the criteria may be entitled to free school meals. If you think you child may be eligible, please ask at the office for details on how to apply.

Dinner money

The cost of a school meal for children in Key Stage 2 is £2.30. Meals are ordered on-line via Ginga Catering’s website.

Packed lunch

As part of our healthy eating policy, we encourage pupils who eat a packed lunch to enjoy a balanced diet including, for example, 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 the child’s name and class. Definitely no glass containers for drinks please.

Fruit and drinks

All children in Reception, Year 1 and Year 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 fruits 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.

Year 3, Year 4, Year 5 and Year 6

Children in 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 pupils who are eligible to receive free school meals and children of nursery age are also entitled to milk free of charge. 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 and we encourage children to drink water regularly. Water is available throughout the day. Children should bring in a named water bottle from home.



Frequently Asked Questions

Here are our answers, to what we find, are the most frequently asked questions. If you have any questions that are not answered here, 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 the 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.

Contact the office

If your child is unable to attend school please notify the school office by 9.00am on the first morning of absence. You can call the office on: 01522 788395

Collection

If your child has to leave school during the day we must, for safety reasons, have a request from you and he or she 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 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 the 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 at 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 will be fined.

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 during 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.
- Multisports.
- Cooking Club.
- Film Club.
- Beacon Club to teach children independence and help grow 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.

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 one-to-one or 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 Educational 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 SENDCO three times per 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.

Policy

The Special Needs Policy of the school outlines the procedures 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.

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 in the 2002 Education Act. 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 to the school. The full policy can be obtained from the school office or by visiting our website <http://www.bassingham.lincs.sch.uk/> and selecting ‘School Policies’ from the drop down menu in the ‘Parents’ section.

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 communication service txtround.

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 (within an hour). If you personally cannot get to school, or you work out of the local area, please have a contingency plan 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.

Medicine in school

Should your child require medication during the school day, please hand in the medicine at the school office, along with your written permission to administer the medicine.

Please contact the school office for a copy of our Medical Policy.

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 class within easy access at all times to the children. These inhalers must be taken on school trips and be adequately full, labelled with the child’s name and class. The expiry date should be checked by parents please on a regular basis.

Working with parents

Parental involvement

The school value parental and community involvement and parents are welcome to help in school. We always like to include parent helpers on educational visits. 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.

Parent’s Evenings

Parent’s Evening 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 to arrange an appointment.

Newsletters

Our regular newsletters contain school news and information on recent and upcoming school events. You will also find important dates listed here. You can find copies of our newsletter on our website by visiting <http://www.bassingham.lincs.sch.uk/> and ‘News’ in the top menu bar.

Parent Teacher Association (PTA)

We have an active PTA, 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.

Do you want to join the PTA?

We welcome any ideas for fundraising and encourage parents and carers to share these with us. Information about meetings are shared with parents, and you can find more information on the school website. Please come and share your talents with our school!

At home

Naturally ‘parental involvement’ is not confined to school. Children are learning all the time and parents are partners in education with the school. We do provide homework, in line with the needs of the children, their age and their ability and in line with national expectations; we hope that it remains a time when children and parents can have some fun working together.

Contacting Parents

In case it is necessary for a child to be sent home because of an accident or illness, it is essential that there is not only a phone number of your works address 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 a change in circumstances as soon as possible.



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 educational 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 online to <http://www.bassingham.lincs.sch.uk/> and visit 'Parents' and 'school policies' in the top menu bar.

Key policies

Some of our key policies are:

- Vision and Values
- Admissions
- Attendance
- Anti-Bullying
- Behaviour
- Complaints
- Medical Policy
- Charging and Remissions Policy
- E-safety Policy



Step 1



Step 2



Step 3



Term dates 2016-2017

Term 1

Monday 5th September 2016 to Friday 21st October 2016

Term 2

Tuesday 1st November 2016 to Tuesday 20th December 2016

Bank Holidays:-

Monday 26th & Tuesday 27th December 2016

Monday 2nd January 2017

Term3

Wednesday 4th January 2017 to Friday 10th February 2017

Term 4

Monday 20th February 2017 to Friday 31st March 2017

Bank Holidays:-

Friday 14th & Monday 17th March 2017

Term 5

Tuesday 18th April 2017 to Friday 26th May 2017

Bank Holidays:-

Monday 1st & Monday 29th May 2017

Term 6

Monday 5th June 2017 to Wednesday 19th July 2017



“When I take them into the playground in the morning they don’t look back because they can’t wait to get inside and start their day. They are both learning well at Bassingham and are interested in the world and how it works. Both Micah and Lydia have health issues that have needed support from the school but we are very satisfied with the way the school have risen to the challenge. The staff have all been fantastic so we know they will be safe at school, which has made us confident about sending them in each day.” **Andrew and Cheryl Wilding live in Bassingham with their son, Micah, aged seven, and daughter Lydia, aged five.**

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 levels 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 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
- Respect
- Tolerance
- Friendship
- Honesty
- Happiness



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