



School Handbook



Be Brave Be Brilliant Be our best



BASSETT GREEN
PRIMARY SCHOOL

Headteacher's Welcome

Welcome to Bassett Green Primary School

It is both a privilege and a joy to serve this community as Headteacher. Bassett Green Primary School is a place where children are happy, safe, and excited to learn - where every individual is known, valued, and supported to flourish in every aspect of their development. Guided by our simple, shared expectations of being Ready, Respectful, and Safe, we create an environment where every child can thrive.

From our thriving Early Years right through to Year 6, we provide an exceptional education that inspires curiosity, builds resilience, and fosters a lifelong love of learning. Our well-designed curriculum meets and goes beyond the National Curriculum, blending academic rigour with creativity, exploration, and a wide range of enrichment opportunities. Memorable trips, and hands-on experiences ensure our pupils have the cultural capital and confidence to flourish.

Our school motto - Be Brave, Be Brilliant, Be our Best - captures the spirit of our community. It reflects our belief that children should have the courage to take on new challenges, the ambition to excel, and the determination to always give their best effort. Our values of Respect, Challenge, Resilience, and Teamwork guide everything we do, shaping a culture where kindness, ambition, and collaboration are lived out every day.

We believe that a child's wellbeing is the foundation for their success. Our caring and inclusive ethos ensures every child feels secure, respected, and heard. We work in close partnership with families to nurture not only academic growth but also emotional, social, moral, and spiritual development.

We want our pupils to leave us not only with excellent learning but also with the courage to take on challenges, the compassion to care for others, and the curiosity to keep asking questions about the world around them.

Choosing the right school for your child is a significant decision, and I warmly invite you to visit us. Come and see our vibrant classrooms, meet our dedicated team, and experience the warmth, ambition, and sense of purpose that make our school such a special place.

Kind regards,



Lucy Bannister
Headteacher



Be Brave Be Brilliant Be our best

Bassett Green School Contact Details

Bassett Green Primary School

Honeysuckle Road, Bassett
Southampton SO16 3BZ

Phone: 023 8067 6262

Email: info@bassettgreen.net

General Enquiries

Main Office: 023 8067 6262

info@bassettgreen.net

Parent Enquiries:

School Office

023 8067 6262 (Main Office)

info@bassettgreen.net

Admissions Enquiries:

Aspia Sumi, Attendance &

Admissions Officer

023 8067 6262 (Main Office)

admissions@bassettgreen.net

Business Enquiries:

Amy Ayers, School Business Manager

023 8067 6262 (Main Office)

sbm@bassettgreen.net

Data Protection Enquiries:

Elizabeth Davies, Data Protection Officer

023 8067 6262 (Main Office)

dpo@bassettgreen.net

SEND Enquiries:

Imogen Mitchell, Inclusion

Lead & SENCO

023 8067 6262 (Main Office)

senco@bassettgreen.net

Family Support Enquiries:

Yasmin Pratt,

Designated Safeguarding Lead

023 8067 6262 (Main Office)

yp Pratt@bassettgreen.net

Governor Enquiries:

Vikki Maxwell, Chair of Governors

023 8067 6262 (Main Office)

chair@bassettgreen.net

FOBG Charity Enquiries:

Gemma Williams, Chair

023 8067 6262 (Main Office)

[www.facebook.com/](https://www.facebook.com/bassettgreenprimaryschool)

[bassettgreenprimaryschool](https://www.facebook.com/bassettgreenprimaryschool)

[friends@bassettgreen.net](https://www.facebook.com/bassettgreenprimaryschool)



Read our report ↗



Key Staff

Our senior leadership team and other key staff make sure that they are available to greet our families both at school drop off and pick up times.

Senior Leadership Team

Mrs Lucy Bannister: Headteacher, DSL

Ms Nicola Long: Deputy Headteacher (DDSL, Curriculum Lead, Assessment Lead & Designated Teacher for LAC)

Miss Zoe Agius: ECT Mentor & Coach

Mrs Imogen Mitchell: Inclusion Lead (SENCo, EAL & Pupil Premium Lead, DDSL)

Mrs Amy Ayers: School Business Manager

Other Key Staff

Miss Yasmin Pratt: Designated Safeguarding Lead

Miss Gillian McIntyre: Pastoral & Family Support Assistant, DDSL

Mrs Kelly Kimber: Pastoral Interventions Officer

Alternatively, if you are unable to speak to the member of staff at these times, please see the team in the school office to make an appointment.

“Leaders and governors share high ambitions for pupils. They have an accurate and well- informed picture of the school's strengths and the areas that need to be developed further. “
Ofsted, 2026

Keeping Up to Date

We want to ensure that parents and carers feel that communication between school and home is strong. We have a number of ways that we communicate important messages and information:



Our **School email:** info@bassettgreen.net



Our **weekly newsletter** that is emailed on Fridays. It is also made available on both our school website and our Facebook page.



Our **school website:** <https://www.bassettgreen.net>



Our **school Facebook page:** <https://www.facebook.com/BassettGreenPS>

It is very important that the school office holds the most up to date information for you and your child. Please notify the school office team of any change in contact details as soon as possible.

If you are not receiving school emails, and have checked your spam/junk folders, please notify the school office.

Key Dates

Important calendar dates are communicated through our school website; [bassettgreen.net](https://www.bassettgreen.net) > [parents](#) > [calendar](#)

They are also published on our weekly newsletter, which is emailed to parents and carers on a Friday.

The School Day

Our school day starts at 8.30am and finishes at 3.15pm for all children across the school.

Early Years (Year R)

8.25

Children line up in their classes within the designated part of the playground.

8.30

Children say goodbye to parents.
Teachers and children walk into class.

8.30-8.45

Children take part in early morning activities during registration.

8.45-10.30 Morning Learning

10.30-10.45 Morning Break Time

10.45-12.00 Morning Learning

11.40- 12.50 Year R lunch

12.50 - 3.15 Afternoon Learning

3.15 Home Time

KS1 & KS2 (Years 1-6)

8.25

Children line up in their classes within the designated part of the playground

8.30

Children say goodbye to parents.
Teachers and children walk into class.

8.30-8.45

Children take part in early morning activities during registration.

8.45-10.30 Morning Learning

10.30-10.45 Morning Break Time

10.45-12.00 Morning Learning

12.00- 1.00 KS1 & 2 lunch

1.00 - 3.15 Afternoon Learning

3.15 Home Time



Be Brave Be Brilliant Be our best



School

Attendance

Attendance at school is vital to a child's academic success. Good attendance leads to good progress in learning. At Bassett Green we have set a target that all children are to achieve 96% attendance. We constantly monitor children's attendance at Bassett Green, and will alert parents if their child's attendance becomes a concern.

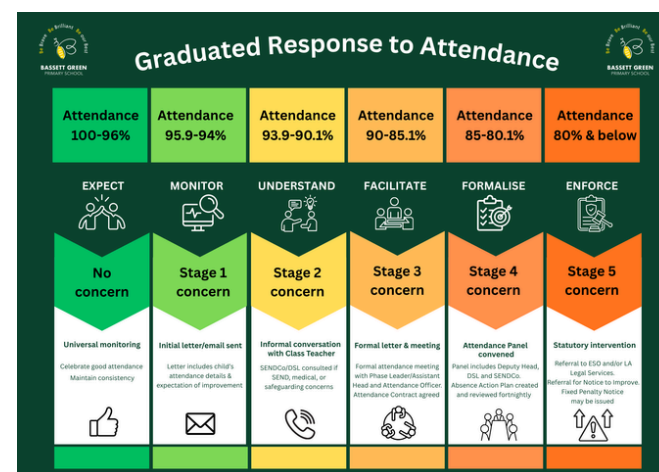
Arriving at School

- All children should be in school by 8.30am and learning finishes at 3.15pm. They should stay in school for the duration of the school day, unless there are exceptional circumstances.
- Any children arriving after 8.40am up to 9.10am will be marked as 'Late'.
- Any child arriving after 9.10am will be marked as an 'Unauthorised absence'. This will count against their overall attendance percentage for the year.
- Any children arriving late must sign in at the school office and Year R and Year 1 children will be walked to their class by office staff.
- Children arriving after 9.30am cannot be guaranteed to have a school dinner cooked for them so must bring a packed lunch.

Support with attendance

We use a simple, stepped approach to help children attend regularly. Most families only ever need the first step.

- Step 1 – Early Support**
We notice patterns early and check in with you to understand any worries or barriers.
- Step 2 – Attendance Meeting**
If attendance continues to dip, we meet together to agree small changes and support.
- Step 3 – Attendance Contract**
If attendance falls below 90%, we create a short, supportive plan with clear targets and regular check-ins.
- Step 4 – Attendance Action Plan**
If attendance drops further, we work more closely with you and other professionals to remove barriers and keep your child safe.



Our aim is always to work with families early, kindly and constructively so children feel confident coming to school every day. If you are finding anything difficult in relation to attendance.

School Absence

If your child is absent for any reason, please make sure you inform the school office by 9am. Please give as much information as possible, as the school is unable to authorise an absence if we are provided with a reason such as 'unwell'.

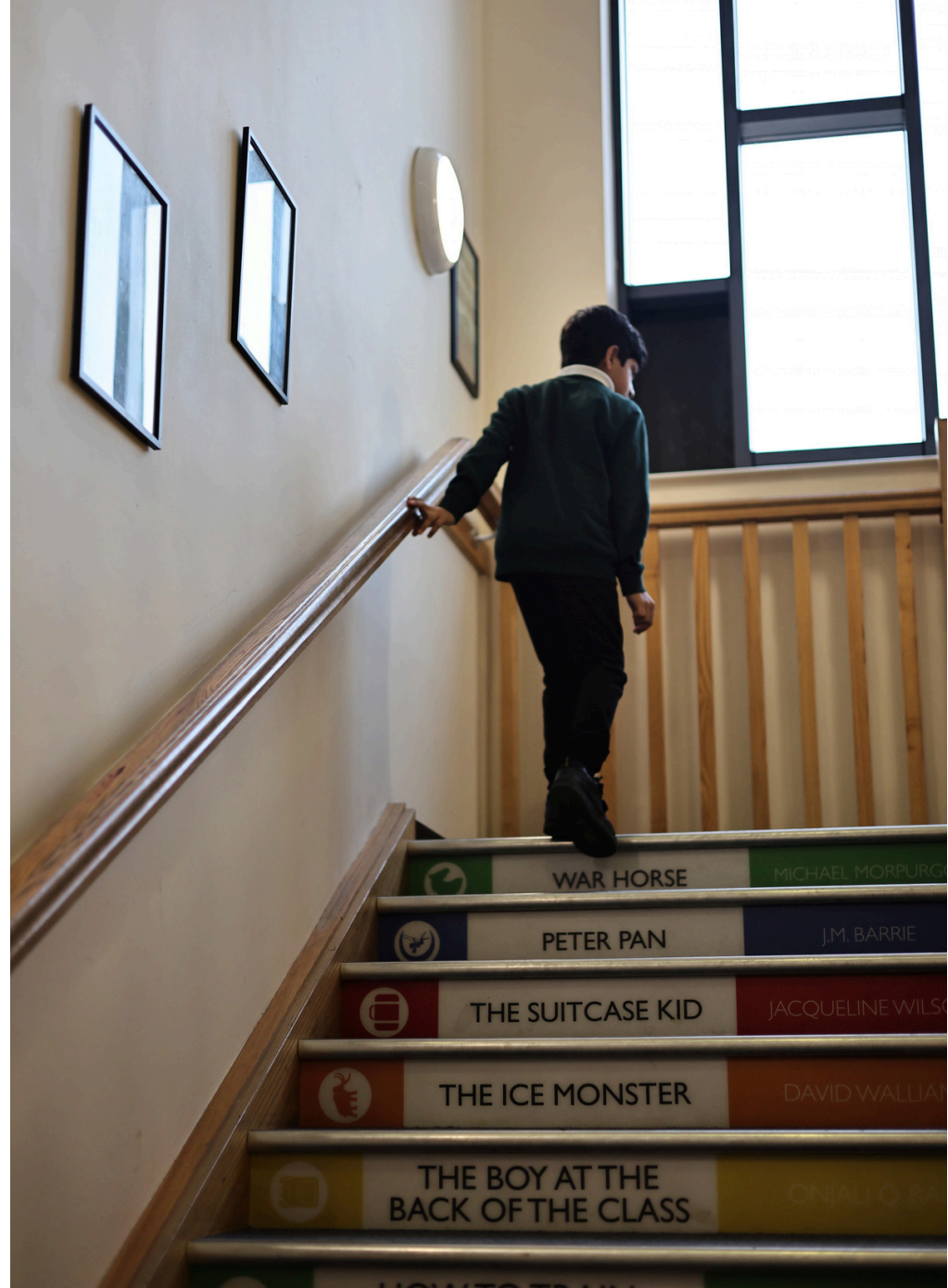
If your child is absent

-  You must tell the office if your child is absent from school; either via the Arbor app, in person, by telephone or by email; info@bassettgreen.net
-  If your child is ill, you must contact the office every day they are absent from school.
-  In order to authorise any sickness, the school needs to know the specific details of the illness. In some cases, this may require medical evidence. Medical or dental appointments should be made for after school. If this is not possible you must provide evidence of the appointment in advance.

Requesting a leave of absence

-  You may request a leave of absence from school by completing a form available from the school office.
-  A leave of absence can only be approved by the Head teacher in exceptional circumstances.

"The staff have helped our family through a difficult time with their support and compassion." Parent



Breakfast Club

Our breakfast club is run by friendly and experienced members of our own team, including our ELSA. Provision starts from 7.30am and ends at 8.30am, when children are walked to class. Breakfast club is free from 8am as part of the Government's free breakfast club initiative. Children attending from 7.30am are free if eligible for free school meals or £3.00 otherwise. All sessions must be booked in advance using the Arbor parent app.

Our after school provider is Superstar Sports who are on a mission to change lives by improving health and wellbeing using the power of physical activity, sport and education.

Children can try a range of activities including a range of arts and crafts, sports, or just unwind and enjoy the variety of toys and games available. They encourage children to try something new, but understand that not every activity suits every child so an alternative is always available. A healthy after school snack is provided as part of the session.



To check availability and book a place for your child, visit their website at <https://www.superstarsportsuk.com>

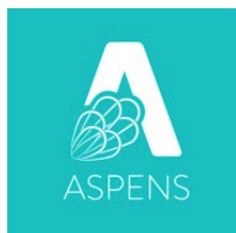
Please note that this is a separate provision run by a third party provider. In the event the club is cancelled for any reason, Superstar Sports will contact parents directly.

In addition, to these provisions, we are pleased to be able to offer a variety of afterschool clubs, led by our school staff, throughout the school year which are free of charge to families.

These clubs run for half a term. Booking details are emailed out each half term, and have a good range of sporting and creative clubs to choose from. Afterschool clubs run from 3.15-4pm.



School Meals



Our hot school lunches are provided by Aspens.

We offer a meat, vegetarian, jacket potato and pasta option every day. Lunches currently cost £3.25 per child, and must be paid for in advance using the Arbor app; our online payment system. All meal options are suitable for a halal diet.

Please see our School Meals Policy on our website for information about payment and any debts that may be incurred for school meals.

Making lunch choices *New for September 2026*

Meal choices must be made in advance via the Arbor app. We encourage this to be done for a week ahead. Changes can be made up to 8.15am on the day. You can find out your child's daily lunch options by visiting the school's website. This change has been made to improve the accuracy of meal orders, reduce food waste, and allow children to enjoy meals that have been chosen specifically for them.

Free School Meals

All children in Year R, Year 1 and Year 2 are entitled to a free school lunch. Other families in receipt of certain benefits are also eligible for a free meal. All families are required to complete a free school meal application during enrolment. If you are eligible for free school meals the school will receive additional funding.

Lunchboxes

We know that not all children will choose to have a hot lunch and will choose to bring a packed lunch instead. Please can we ask that these are filled with healthy, nutritious food and drink that will help children to stay energised and focused throughout the school day.

Please can we also remind families that we are a nut free school and food containing nuts must not be brought onto our school site.

Special Menus

If your child has special dietary requirements or allergies, Aspens are able to create a special menu to suit their needs. To apply for a special menu please contact the school office.

Water Bottles

There is access to drinking water at school. We ask that all children bring a named water bottle into school so that they can stay hydrated throughout the day.

Online Payments and Bookings

Here at Bassett Green we are a cashless school. Using the parent Arbor app you are able to make payments for school meals and trips as well as book appointments for parent/teacher evenings.



You will be provided with a welcome email from Arbor once your child has been offered a space. Once set up, you can access your Arbor account online or via the Arbor app.

"The teachers and staff work tirelessly... we're so very grateful for everyone's hard work." Parent



School Uniform

School Uniform

School uniform plays a key role in promoting pride, self-confidence and a feeling of belonging for our children.

Uniform should be worn every day and we have selected affordable and practical items of clothing suitable for the school day.



Uniform expectations

- Grey or black school trousers (not joggers or jeans)
- Grey or black school skirt or pinafore dress
- White polo shirt or shirt
- Green school sweatshirt or cardigan (except Year 6 jumpers)
- Black school shoes (not open sandals)

Seasonal uniform

Warmer weather

- Grey or black school shorts
- Green and white school dress
- Sun hat/cap

Cooler weather

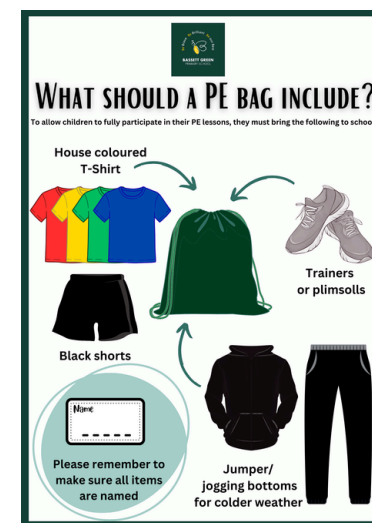
- Warm/waterproof coat
- Hat, Scarf and gloves
- Wellie boots



PE Kit

Children have two PE sessions a week and need to be able to wear appropriate clothing;

- Coloured T-Shirt to match the House your child is in.
- Black shorts/joggers
- Trainers/Plimsolls
- Named drawstring bag



PE Kit for other Events

If your child has been selected to represent the school at a sporting event, they will be given Bassett Green team kit to wear.



For events such as sports day, where a child is representing their house, they are expected to wear a t-shirt in their house colour.

Please ensure that all uniform and school clothing is clearly labelled with your child's name. Should your child lose an item of uniform, lost property boxes are situated in classrooms and also at the front office.

School Uniform

Purchasing School Uniform

We have two suppliers of uniform, these are:



Skoolkit

Uniform available to purchase online or in their stores located in the Southampton area (see website for shop location) <https://www.skoolkit.co.uk/>



My Clothing

An exclusively online uniform provider, simply type in our school's name and select the uniform you require. They also offer the school 5% donation for uniform purchased which is money that will go directly back into the school. <https://myclothing.com/>



For Year 6 only- Our Year 6 pupils can opt to wear a specially designed black hoodie for their final year.

In addition to these stockists, non-embroidered items, such as PE kits or skirts and trousers, may be purchased at a reasonable price in **local supermarkets**.



Pre-loved Uniform



The **Friends of Bassett Green** also host pre-loved uniform sales throughout the school year. Upcoming dates are communicated in the weekly newsletter.

Personal Belongings

Please also note that any jewellery such as necklaces, bracelets or rings are not practical or safe to wear and therefore, in line with our policy, these must not be worn.

If a child wears earrings, they must be studs. Earrings may need to be removed for PE. Long hair will also need to be tied back.

We ask that children **not bring items from home** into school, unless they have been specifically requested by a member of staff.

This includes items such as:

- Mobile Phones (if your child requires a mobile phone it must be handed to the school office at the start of the school day)
- Footballs or other sports equipment
- Toys
- Notebooks
- Pencil cases
- Fidgets or sensory items
- Games or other personal belongings

We understand that children may enjoy bringing special items from home, but these can become distracting, get lost or damaged, or cause difficulties during the school day.

If a child needs a fidget or sensory resource to support their regulation, this will be provided by school through our Calm Corners and regulation provision. Children should not bring their own fidgets or other sensory items from home.

We appreciate the support of parents and carers in helping us to maintain a calm, focused and consistent learning environment for all children.



Celebrating Success

At Bassett Green Primary School, we believe behaviour should be recognised and reinforced positively.

Recognition motivates pupils to 'Be brave, Be brilliant, Be our best' contributing to a happy, mutually respectful school community.



Our Beehive System

At Bassett Green Primary, we celebrate children for showing positive behaviours, our school rules of 'Ready, Respectful, Safe' and our motto Be Brave, Be Brilliant, Be Our Best.

Our Beehive system is designed to promote pride, motivation and consistency, while recognising both individual and collective success. Pupils earn hexagons for positive choices and, when their class beehive is full, they choose a low-cost or experiential treat from our 'Menu of Motivation'. Class success is celebrated in assembly each week.



Above and Beyond

Children also receive individual praise through stickers, notes, certificates, and whole-school recognition for 'Above and Beyond' moments each week in assembly.



Special Celebrations Birthdays

We love to celebrate special occasions with our children and know how important birthdays are to them. When a child attends school on their birthday, often parents request to bring in cakes, sweets, party bags etc. Whilst this is a lovely gesture for the rest of the class to enjoy, it presents a problem for our children that have allergies and special dietary requirements.

With this in mind, if you would like to celebrate or mark your child's birthday at school, we would ask parents not to provide food but to donate a book instead. We will place a special birthday sticker inside the book that shares who the book was donated by and why e.g. "This book was donated by Adam's family to celebrate his 7th birthday. Happy Birthday Adam"

The book will stay in your child's current class' reading corner and provides a legacy for years to come. We thank you for your understanding and cooperation.

Religious Festivals

We love the ethnic and cultural diversity of our school and we want to encourage all our children to feel positive about their family, their culture and their faith. We enjoy learning from the children about these festivals and send communications out in advance to families regarding requests for leave of absence.

"The school's culture is rooted in care and kindness. Leaders have high expectations for pupils' behaviour through the school rules to be ready, respectful and safe."
Ofsted, 2026

Our Curriculum

Our Curriculum Vision: At Bassett Green Primary School, we all have the chance to shine and achieve ambitiously in our curriculum, which is:

-  Framed by British values and personal development
-  Knowledge rich to help us know and remember more
-  Enjoyable, aspirational and cross curricular
-  Purposeful and related to the community we live in
-  Full of unforgettable moments in and outside of school
-  Preparing us to be resilient innovators and problem-solvers for the future

Our children have the opportunity to thrive in a rich curriculum which builds on their prior learning in a range of exciting and engaging ways. We have designed our curriculum to be cross-curricular to help our children to make important links in their learning, and to be meaningful, so that children understand the relevance of their learning. Enrichment experiences form an integral part of the curriculum at Bassett Green Primary School. There are many opportunities for children to deepen their understanding through visits and visitors, special hands-on 'hook' days, arts weeks, outside learning and sporting activities.

English

Our English curriculum is ambitious, creative and rooted in a deep love of reading and writing. High-quality books sit at the heart of our approach, inspiring children, igniting imagination and providing rich contexts for learning. We use Literacy Tree to support this, offering a complete, book-based spiral curriculum for Writing, Reading, Spelling and Vocabulary that enables every child to flourish as a confident reader, writer and communicator. Children engage with diverse texts by significant authors, immersing them in a wide range of literary worlds, themes and viewpoints.

Through drama, discussion and debate, they explore characters and ideas in depth, developing curiosity, empathy and confidence. These experiences provide meaningful foundations for writing and help children see themselves represented while also understanding the lives of others.

Phonics

Phonics teaching is based on Rising Stars: Rocket Phonics scheme. A sound is taught every 2 days where the focus is on blending on day one and then segmenting on day two. This allows the focus sounds to be embedded. Children use phonics fingers to support them to sound out and apply their skills independently in reading and writing.

Maths

Ambition for all children is our intention and we use Ark Curriculum Plus 'Mathematics Mastery Primary Programme' to support us to achieve this.

The programme is designed to enable all children to build a deep understanding of maths based on ARK's unique pedagogical principles derived from research and practice. The three dimensions of depth to teaching and learning are: language and communication, conceptual understanding and mathematical thinking with mathematical problem solving at the heart of mathematics teaching and learning.

Through a mastery learning approach, careful sequencing of content, instruction and rehearsal our children develop new and consistent patterns of useful information. All children use concrete apparatus and pictorial representations to ensure a sound understanding of concepts.

Wider Curriculum

Across the curriculum, skills and knowledge are developed through cohesive learning journeys, with each lesson building upon the last. Children enjoy exciting, purposeful and practical experiences which lead to memorable learning.

Each half term we have an overarching theme with a Spiritual, Moral, Social, Cultural (SMSC) link and a big question for the children to ponder.



Parent and Carer Involvement with the Curriculum

We value the fact that every parent and carer has an important part to play in the learning of their children. From feedback we have had, we know that you are keen to understand what your child is learning about so that you can support their learning beyond the classroom. With this in mind, each year group sends out a half termly curriculum newsletter.

This includes:

-  Our social, moral, spiritual or cultural theme for the unit with a 'Big Question'
-  The cross-curricular learning links between subjects which are on offer within the unit
-  Trips, visits and experiences that link to the learning
-  Top tips for parents so that you can support your child at home or talk to them about their learning
-  A home learning project linked to the children's learning that half term.

For more detailed information about the curriculum, please do visit the curriculum section of our school website at <https://www.bassettgreen.net/curriculum/>

Here you can find year group specific information, text maps, curriculum plans, half termly highlights and parent newsletters.

If you have any questions relating to the curriculum, please don't hesitate to contact your child's class teacher either in person, or by email to info@bassettgreen.net



We also work with Southampton Music Services to offer individual paid music lessons during the school day. If your child is interested in learning how to play a musical instrument please email Graham.Hesp@southampton.gov.uk for more information and prices.

Pupil Progress

We know you will be keen to know how your child is getting on through the course of the academic year and through their time at Bassett Green. Parents and carers are kept fully informed of their child's academic and personal progress during the year and are invited to workshops, drop in sessions and school performances to see what their children have been learning. We hold parent/teacher meetings in the autumn term and again in the spring term.

Each child will get a school report emailed home in the summer term to celebrate all they have achieved throughout the academic year.

"The trips are great experiences to help us with what we're learning about." Bassett Green Pupil

“...The core to a successful school is the leadership team, and it's clear the leadership team at Bassett Green School is like no other. And it does not end there, every single member of staff is amazing, their commitment and dedication is of a very high standard.”

Parent



Our School

Community

Other friendly faces to look out for around the school...

Our school dog

Buddy, the springer spaniel, is our school dog. He joined Bassett Green Primary School in 2020 and turned 6 in March 2026. Buddy is Mr Steve, our site manager's dog, and you will find them both outside the front office most mornings greeting our Bassett Green families.

The Friends of Bassett Green



The Friends of Bassett Green is the registered charity (116778) of Bassett Green Primary School. Here is a message from their trustees;

Hello from the Friends of Bassett Green!

We love our school and seek to support it in any way we can. We formed in 2014 and were successful in applying for charitable status in 2018. We have helped the school by organising a variety of fundraising events and initiatives throughout the school year. The funds raised have been used to improve educational resources in our learning environments and been a massive benefit to our school community.

We welcome anyone who is passionate about our school to support us! Parents, grandparents, school staff, and parent governors have all formed part of the 'Friends' over the years. We would love to hear from you if you feel this may be your way of getting more involved in supporting our school community!

Do email us at friends@bassettgreen.net

or follow us on facebook <https://www.facebook.com/bassettgreenprimaryschool/>

We look forward to seeing you at our events or getting involved in our opportunities to volunteer!

The Friends of Bassett Green Trustees



“Leaders actively engage with parents and carers. They ensure that families benefit from the school's inclusive and welcoming ethos.”

Ofsted, 2026

Welcome to the Bassett Green family!

*"Pupils show enthusiasm for their learning and take pride in their work."
Ofsted, 2026*

Bassett Green Primary School
Honeysuckle Road
Southampton
Hampshire
SO16 3BZ

Telephone: 023 80 676262
Email: info@bassettgreen.net



BASSETT GREEN
PRIMARY SCHOOL