



School Handbook



Be Brave Be Brilliant Be our best



BASSETT GREEN
PRIMARY SCHOOL

Headteacher's Welcome



Bassett Green School Contact Details

Welcome to Bassett Green Primary School

I am very proud to be the Acting Headteacher of such a richly diverse and inclusive school community. I joined Bassett Green Primary School in September 2020 and believe that children deserve the best possible chances in life and that they learn best when there are strong links between home and school. We work in partnership with parents/carers and the wider community to ensure the success of our children.

We are a friendly, caring school with high expectations for all our children. Our children are encouraged to explore, discover and question through a range of memorable and exciting learning opportunities both within and outside the classroom. The staff endeavour to provide a calm and stimulating environment where good behaviour and mutual respect is modelled by everyone and where everyone is valued. Our four values are respect, teamwork, resilience and challenge. These underpin everything we do. As part of your child's transition to our school, we will assign your child with a 'buddy' who will spend time with your child during the school day and help settle them in to school life at Bassett Green. If English is not your child's first language, we will try to assign a buddy who can speak the same or similar language to your child, where this is possible.

I hope you enjoy finding out more about our Bassett Green family by reading this handbook and also by browsing our website. A visit to our school ahead of joining us is always recommended as that is undoubtedly the best way to get a real flavour of our ethos. It will also enable you to observe our happy and enthusiastic children as they go about their school day.

We look forward to welcoming you to our school.

Best wishes,

Nicky Long,
Acting Headteacher



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Bassett Green Primary School

Honeysuckle Road, Bassett

Southampton SO16 3BZ

Phone: 02380 676262

Email: info@bassettgreen.net

General Enquiries

Main Office: 023 8067 6262

info@bassettgreen.net

Parent Enquiries:

School Office

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)

info@bassettgreen.net

EAL & SEN Enquiries:

Imogen Mitchell, SENCO

023 8067 6262 (Main Office)

senco@bassettgreen.net

Family Support Enquiries:

Yasmin Pratt,

Designated Safeguarding Lead

023 8067 6262 (Main Office)

ypratt@bassettgreen.net

Governor Enquiries:

Vikki Maxwell, Chair of Governors

023 8067 6262 (Main Office)

chair@bassettgreen.net

PTA Enquiries:

Gemma Williams, Chair of PTA

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)



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

Ms Nicola Long, Acting Headteacher (DSL, Curriculum Lead, Pupil Premium Lead & Designated Teacher for LAC)

Mrs Marie Loftus, Acting Deputy Headteacher

Miss Zoe Agius, ECT Mentor and coach

Mrs Imogen Mitchell, SENCo

Mrs Amy Ayers, School Business Manager

Other Key Staff

Miss Yasmin Pratt, Lead Practitioner for Vulnerable Children & Designated Safeguarding Lead

Miss Gillian McIntyre, Emotional Literacy Support Assistant

Mr Tom Bastable, Behaviour & Intervention 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.



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;



School email



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.

Also, 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 and KS1

8.20

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

11.00-11.40 Morning Learning

11.40-12.50 Year R Lunch

12.05-1.05 KS1 Lunch

12.50 Year R Afternoon Learning

1.05 KS1 Learning

3.15 Home Time

KS2

8.20

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.

8.45-10.45 Morning Learning

10.45-11.00 Morning Break Time

11.00-12.15 Morning Learning

12.15-1.15 KS2 Lunch

1.15 Afternoon Learning

3.15 Home Time



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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 97% 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 they should stay in school until 3.15pm.
-  Any children arriving after 8.40am up to 9.00am will be marked as 'Late'.
-  Any child arriving after 9.00am will be marked as an 'Unauthorised absence'. This will count against their overall percentage for the year.
-  Any children arriving late must sign in outside the office and 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.

School

Absence

If your child is absent for any reason, please make sure you inform the school office by 9.00am. 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 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 main office.
-  A leave of absence will only be approved by the Head teacher in exceptional circumstances.

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

Breakfast Club & Afterschool Provision

We know that it can be a juggling act managing work schedules alongside school drop off and pick up times. To help with this we are pleased to offer solutions for before and after school.

Breakfast Club Our breakfast club is run by friendly and experienced members of our own team. Provision starts from 7.30am and ends in time for children to line up for the start of school at 8.30am. Breakfast is served between 7.30am and 8.15am. All sessions must be booked and paid for in advance. Each session costs £3.50 and can be booked online using the Arbor parent app.

Afterschool Clubs Our after school provider is ActiveMe 360 who are on a mission to change lives by improving health and wellbeing using the power of physical activity, sport and education.

ActiveMe 360 offer fun and affordable childcare delivered in a safe and supervised environment. Their qualified staff are DBS checked to an enhanced level, first aid qualified and are experienced and passionate about the activities they offer.

Children can try a range of activities including arts and crafts, sports, or just chill out 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.



Their sessions start at 3.15pm and run until 4.30pm, 5.15pm and 6pm Monday to Friday.

To check availability and book a place for your child, visit their website at <https://bookings.activeme360.co.uk/list>

Please note that this is a separate provision run by a third party provider. In the event the club is cancelled for any reason, ActiveMe 360 will contact parents directly.

BGPS Afterschool Clubs In addition, to these paid provisions, we are pleased to be able to offer a variety of afterschool clubs, led by our school staff, throughout the school year free of charge to families. These clubs run for half a term (approximately 6 weeks) and then a new set are offered. Children are given the opportunity to sign up for clubs, 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 3.15-4.15pm.



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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.

Children make their meal choice first thing in the morning during registration. They are shown pictures of the options for that day but it can really help if they have talked about their options in advance at home. You can find out your child's daily lunch options by visiting the schools website.

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.

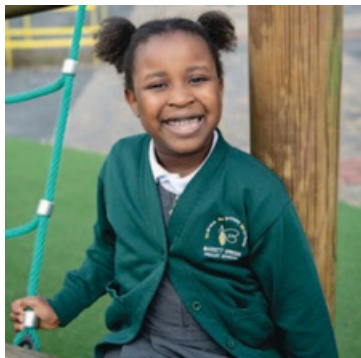
Online Payments and Bookings

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.

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

- 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;

- White T-Shirt
- 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.

Children representing Fire wear red, Water wear blue, Earth wear green and Air wear yellow.

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.

“The teachers and staff work tirelessly... we’re so very grateful for everyone’s hard work.” Parent

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/>

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.

The Friends of Bassett Green PTA also sells pre-loved uniform which can be purchased via their website for a significantly reduced rate at www.pta-events.co.uk/friendsofbgps

Pupil Premium Uniform Entitlement

Children eligible for pupil premium are entitled to one free sweatshirt or cardigan per academic year. Please email the school directly at info@bassettgreen.net for more information.

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. If children choose to bring personal items to school they will be responsible for them, they may be asked to hand them in and collect at the end of the day either from the teacher or school office.

Celebrating

Success



Houses and House points

Each child belongs to one of our four Houses: Earth, Air, Fire and Water.



Our Houses compete in a variety of challenges each half term, including sports day, maths challenges and many more. Children are awarded individual house points and can save or spend these at the house point shop regularly.



Prizes include playdoh, lego, stationery items and many, many more exciting prizes! The house with the most points at the end of the week is announced in the weekly newsletter. Their success is celebrated by their house flag flying high at the entrance to the school!



Houses are also in with a chance of winning the half termly prize. The favourite reward so far has been having a company coming to school with giant inflatables.

Stars of the Week & School Value Awards

We love to celebrate our children's efforts and successes; especially if they have been modelling our school values and motto. Every week, one child from each class is celebrated as the 'Star of the Week'.

They get a special certificate and also feature in the Star of the Week section of the weekly newsletter (which also appears on our Facebook page) so that our whole school community can celebrate their success! One child from each class is also chosen to be presented with a school value award as part of our weekly assemblies. They are presented with a certificate that they came take home to show their family and friends!

Celebrating Success

Accelerated Reader Here at Bassett Green we love reading and want to encourage a life-long love of reading in our children too. Once children are ready, they are enrolled on the Accelerated Reader programme.

Accelerated Reader is a computer-based program that we use in our school to monitor reading practice and progress. It helps our teachers to guide children to books that are aimed at their individual reading level. Children take short quizzes after reading a book to check if they've understood it.

One of the features of the programme is that children can see how many words they have read and we get especially excited if their cumulative word count reaches over a million...they are then celebrated as 'Millionaires'!

Times Table Rockstars

Children knowing their times tables is an essential part to the maths curriculum. Being able to recall times table facts quickly is an essential skill. We have a fun online programme that is a compulsory piece of weekly homework for children to practice their times tables.



It is really important that all children continue to practise their times tables throughout the week. For those children who do not access their TTRS account, parents will receive a letter which notifies you of this. Children are able to achieve TTRS of the month and TTRS champion where they will receive a certificate for knowing all their times tables.

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 Mohammed's family to celebrate his 7th birthday. Happy Birthday Mohammed"

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.



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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

English drives learning across the curriculum with high quality texts matched to overarching social, moral, cultural and spiritual themes. Reading is closely tied to writing to help our children read as writers, and write as readers. We cherish words, stories and literacy, helping our children to foster a love of reading and writing, and supporting the development of strong literacy skills.

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

Our maths curriculum helps children build their mathematical skills through a progression of strategies. Children are encouraged to use concrete apparatus and pictorial representations to ensure a sound understanding of concepts when carrying out calculations and problem solving.

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.

To complement our exciting curriculum we are pleased to have teaching specialists in the following subjects;

Spanish

PE

Music

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.



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, PE curriculum and our whole school curriculum plan.

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



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



Be Brave Be Brilliant Be our best

“...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



Home Learning Journals



Home learning journals have been introduced in our school, which the children are very excited about. We hope that these journals will promote improved communication around reading and home learning and will provide parents and carers with additional information to offer support and encouragement. Please do take a moment to read all the key information that is at the front and back of the journal.

We ask that you ensure your child brings their home learning journal to school every day and has it ready for teachers to collect as they line up in the morning.

A member of staff will read with your child weekly and write a comment in their home learning journal. Every week you will find your child's weekly spellings to practise. Children are tested on these weekly and the previous test score will be shared with you in the home learning journal. At the back of the journal, you will find your child's login in details for a variety of online platforms to support your child with their learning including Times Tables Rockstars and Accelerated Reader.

In addition, there is a box titled communication. This is for you to inform us of anything. E.g., 'poorly pet at home and may be upset' ... 'missing a jumper'... 'Family over at the weekend. Late night- really tired'. It is important to keep us updated with home/family life so we can support your child during the school day. But please do continue to speak to the class teacher directly in the morning or the office with any really important information.

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.

"Pupils behave well in the school and are polite and respectful towards each other." Ofsted, 2021

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 5 in March 2025. Buddy is Mr Steve's dog, our site manager, and you will find them both outside the front office most mornings and afternoons greeting our Bassett Green family. During the day, Buddy spends time with our ELSA team supporting the children in school.

The Friends of Bassett Green

"Friends of Bassett Green" is Bassett Green Primary School's Parent Teacher Association (PTA). Here is a message from their committee;

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 join us! Parents, grandparents, school staff, and parent governors have all formed part of the 'Friends' over the years. We love having new members and 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!

Best Wishes, **The Friends of Bassett Green Committee**



Our Committee Roles
Gemma Williams Chair
Mel Pooley Treasurer
Vacancy Secretary

"Pupils live and breathe the Bassett Green motto of be brave, be brilliant, be our best." Ofsted, 2021

Welcome to the Bassett Green family!

"Pupils love the curriculum." Ofsted, 2021

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