



Parent Handbook

August 2022

Respect, Resilience, Excellence.

Welcome to Basildon C.E. Primary School. I fell in love with Basildon the first time I looked round, and was thrilled to be appointed as headteacher in March 2017. Over the last few years, it has been a privilege to lead the school on its exciting journey. I am passionate about developing a school where every child has the opportunity to experience rich learning, excellent teaching and strong personal development.

Our vision is that: Alongside academic excellence, at Basildon want our children to grow to be happy, resilient kind people. We are proud to be able to provide a nurturing environment where every child's individuality is celebrated and developed. Our excellent PSHE curriculum teaching children how to understand their feelings and emotions. As a church school, spiritual development is central to our ethos. We encourage children to explore their own beliefs as well as understanding and celebrating the beliefs of others. Behaviour across the school is excellent, we teach our children to be intrinsically motivated rather than relying on a reward system. We believe that children should take ownership of their learning, through teaching our Thinking Skills curriculum, our students learn how they can achieve more and be successful.

I love Basildon so much that as a family we relocated to the area and my two children, Isla and Fraser currently attend the school. When I'm not at work I like playing the piano, singing and walking our dog, Luna.

*Miss Melissa Cliffe
Headteacher*

Information shared in this Parent Handbook:

1. Your Child
2. Daily Operations
3. Absence
4. Communication
5. Confidentiality and Safeguarding
6. GDPR
7. Enrichment: Educational Activities and Visits
8. Healthy Eating
9. Home School Agreement
10. Open Door
11. Wraparound Care: Basildon Extra
12. Travel
13. Uniform
14. Volunteering
15. Who's Who

1. Your Child

Registration form

This is a crucial form which we request is completed and returned prior to your child starting with us. The form gathers important information to support your child's integration into our school, as well providing us with vital health and contact information for your child's safety.

If you have not yet received such a form, please contact our Admin Team on 01491 671445 or via office@basildonprimary.org.uk

Medical Information

As outlined above, we ask that you advise the school of any medical condition or needs that might affect your child's school life. This includes any/all food allergies/intolerances and regular medications your child may require to manage their health need, e.g. an inhaler.

Where medication would need to be given at school, we shall require parental consent. Such forms are available in the main reception.

If at any time your child's medication changes, or they are prescribed medication for a new illness (e.g. tonsillitis), we ask that you advise our Admin Team and complete a unique form for each medication.

Parent Contact details

We respectfully request that you advise the school of any changes in contacts details further to submitting your completed initial registration form. This includes telephone numbers, emails address, change in emergency contacts, etc.

2. Daily Operations

School Day

At Basildon, we have a slightly staggered start and end of day for the lower and upper halves of our school. For Bear class, the day runs from 8.40am – 3.20pm and is broken down as follows:

Morning session (3hrs)	8.40 – 11.40 am
LunchZone	11.40am – 12.20pm
Afternoon session (3hrs)	12.20 – 3.20 pm

Fees or Funding?

The sessions are perfectly timed to reflect that funding is available for 3 hour sessions. Universal funding for every child over the age of 3, is 15 hours per week; please note this starts the term after their third birthday.

Depending on your circumstances, you may be eligible for funding prior to this, and indeed you may be eligible for 30 hour funding for your child after their third birthday. If you would like more information, please visit our school website: <https://www.basildonprimary.org.uk/bearsnursery>

For transparency, our fees are detailed below:

	2 year olds	3-5 year olds
Morning: 8.40-11.40am	£18	£15
LunchZone*: 11.40am-12.20pm	£6	£6
Afternoon: 12.20-3.20pm	£18	£15

3. Absence

Appointments

At Basildon, we recognise the difficulties of getting necessary health appointments and will accommodate requests for late arrival and during the day/early collection. We would ask that where possible appointments are outside of the school day or scheduled for minimal disruption to your child's day.

Holiday During Term Time

We encourage all nursery children to attend their class in accordance with parentally booked sessions. Government legislation states that taking a family holiday during term time for children aged 5-16 is not recommended. If you and your family considering doing so, we would ask you complete the request form and submit this to be reviewed and/or authorised by the Headteacher. Unauthorised absences are recorded in your child's attendance record.

Special Events and Occasions

There may be those odd occasions where your child is given an oddly timed music or ballet exam, for example, or you may have a long weekend planned to attend a family celebration. Again, with such absences, we would respectfully request the request form and submit this to be authorised by the Headteacher.

Such forms are available in the main reception and can be downloaded from the school website: <https://www.basildonprimary.org.uk/faqs>

4. Communication

Emails

To ensure a prompt action is taken and a response shared as needed, we have defined a communications protocol. Following this will ensure that your message reaches the right person.

Please use the following email addresses if you need to update the school about an absence or change in end of day arrangement:

Absent – absent@basildonprimary.org.uk
Hometime – hometime@basildonprimary.org.uk

At times you may need or wish to contact our Headteacher. For a prompt personal response, please use the email below:

headteacher@basildonprimary.org.uk

ClassDojo

ClassDojo is a piece of software which enables our teaching staff to share information, photos, messages etc with the parents of their class to enable those conversations about your child's day at school. This is the best way to contact your child's teacher if you have any questions.

Access to this will be issued by the class teacher in September or when your child joins our school, if this is during the academic year.

SchoolComms and School Gateway

Historically, for our regular news bulletins and information, e.g. school photos, a trip to the zoo consent letter, etc. we have used SchoolComms messenger service via your nominated contact email addresses.

From September 2022, we have upgraded to School Gateway. This enriched service can be accessed via web browser or an app. You will receive an invitation to sign up to this once your child has been enrolled on our school information management system. In addition to being able to broadcast urgent messages, updates, newsletters etc., School Gateway will enable you to consent to and pay for trips, activities, Basildon Extra, and we hope, Bears fees.

Tapestry

Tapestry is a piece of software which enables our teaching staff to record your child's progress during the Early Years Foundation Stage (EYFS).

Access to this will be issued by the class teacher in September or when your child joins our school, if this is during the academic year.

5. Confidentiality and Safeguarding

Confidentiality

In accordance with our school value *Respect*, and best practice, we will treat information you share with the school in confidence; only those who need to know will be made aware of any concerns or information you bring to the school's attention.

At Basildon, we strive for equity over equality, so this may mean that at times, additional support or measures will be put in place for your or another child or family. As a school, we will not share the rationale for such measures with other parents/carers; we ask that you support and respect such actions.

Safeguarding

Safeguarding means protecting the health, wellbeing and human rights of all at risk, enabling them to live safely, free from abuse and neglect. It is about people and organisations working together to prevent and reduce both the risks and experience of abuse or neglect.

At Basildon, all staff are regularly trained to ensure children in their care are safe. In the event of a disclosure by a child, member of staff or our school community, the matter will be investigated with respect and expedience. If such an investigation demonstrates a significant concern, it is the school's responsibility to refer the matter to Children and Adult

Social Services for their review and any necessary follow-up. The wellbeing of the child is paramount.

6. **GDPR**

After the mammoth advertising and communication campaigns, the concept of data protection and the need to **opt-in** is well known. This impacts all areas of our lives, including what we can and cannot do with your child and your data, generic permissions and media. Annually, in addition to when your child starts with us, we shall ask you to opt-in to our communications and seek permission for the use and storage of your information.

Data collection

Every year, we shall ask that you grant permission and verify the data we hold in respect of your child and you.

Permissions

Every year, we shall ask that you grant permission for your child to be involved in in-school and local activities, such as walking to the woods opposite School Lane to engage in forest learning.

Photos

Every year, we shall ask that you grant permission for the school to use media displaying your child's image and to verify how that media may be used. Please note that an opt-in is required from you to be able to see your child in the *ClassDojo* or *Tapestry* streams

7. **Enrichment: Educational Activities and Visits**

Contributions

At Basildon, we enrich our curriculum with additional activities, such as cooking, Arts week, class productions etc., and visits to allow your child to engage in a deeper appreciation of the topic they are learning. Such

activities and visits typically come with a notional cost which we seek to cover through voluntary parental contributions. We value your support to enable these activities and visits to take place.

Two Year Planner

To give you an indication of what we offer, a two-year plan is available via our school website: <https://www.basildonprimary.org.uk/cultural>

You will receive a unique communication advising you of each activity or visit relating to your child, seeking your permission and voluntary contribution.

8. Healthy Eating

Cool Milk

Children under 5 years of age are entitled to a daily carton of milk which is typically offered at morning break. Thereafter, you are welcome to purchase this directly with Cool Milk: <https://www.coolmilk.com/>

Dolce

Our school lunch contractor is Dolce. All account information and payment plans are made directly with Dolce further to your receiving an invitation email via our Admin Team. Parents are able to order lunches online in advance up to 8.30am on the day. Pupils are able to order in class as part of their morning registration time.

Nursery School Meals

Currently this age group is not eligible to universal free school meals. Should you wish your child to have a school lunch, please follow the process detailed above.

Universal Infant Free School Meals

All children in EYFS and Key Stage 1 are entitled to a free school lunch. These are ordered in the same way described above.

Free School Meals

Some families on low income may be entitled to free school meals for their children. If you think you may be in this category, please contact our Admin Team who can support you in exploring this. If your child is entitled to this, additional funding is also available to support their learning and enrichment opportunities. It is important therefore, that if eligible and your child is in EYFS and Key Stage 1, the school record this.

Nut Free School

In the interests of all in our community who are allergic to nuts, we are a nut free school. We respectfully ask that you ensure any snacks or packed lunches are nut free; this includes items that may contain nuts.

Snacks

Children in EYFS and Key Stage 1 are offered fruit at break time as a healthy snack option. You are welcome to send a snack in for your child but we would ask that these are healthier choices rather than proprietary confectionery.

Water Bottles

We actively encourage all to drink water regularly throughout the day. Your child will be given a school branded water bottle, free of charge, on their first day with us. Thereafter, replacement bottles may be purchased from our Admin Team at the cost of £2.50 each.

9. Home School Agreement

At Basildon, we are committed to delivering an inspiring, enriched curriculum underpinned by our school values of *Respect, Resilience, Excellence*. We respectfully request that you and your child engage fully in this and complete the Home School Agreement which is issued to all on arrival.

10. Open Door

At Basildon, we believe it is important to foster open relationships and therefore, we encourage you to talk with us if you have any concerns/questions/suggestions about school life. Appointments for face to face meetings with the Headteacher or any member of our teaching are best arranged through the Admin Team.

If your concern is pressing, we shall make every effort for the Headteacher or a member of the Senior Leadership Team is available to talk with you the day you bring it to our attention.

11. Wraparound Care: Basildon Extra

We pride ourselves that Basildon is the place to be, no more so than at Basildon Extra, our wraparound care provision. This is available to all pupils on the school roll.

Breakfast at Basildon Extra

We offer a daily BE Breakfast from 7.45 am to the start of the school day. Our playworkers will support your child in eating a healthy breakfast, if you wish, preparing their mindset for the day ahead and escort them to their classroom for the start of the school day.

Teatime at Basildon Extra

When your child is of school age, a wider range of clubs and activities will be available, as well as wrap around care and such is bookable via School Gateway. However, our afternoon offer for Basildon Bears is tailored uniquely to meet the needs of the youngest members of our school community:

Choose ONE of our 3 afternoon Stay & Play options

Healthy snacks available at all sessions

BE Plus 4: 3-4.30pm <i>When collecting your child by 4.30pm</i>	Monday - Friday
BE Plus 5: 3-5pm <i>When collecting your child by 5pm</i>	Monday - Friday
BE Plus 6: 3-6pm <i>When collecting your child by 6pm</i>	Monday - Thursday

As your child grows in our school, Basildon Extra offers a wider variety of activities in addition to the wraparound care:

Time	Days	Session	Points of note
3.30-4.30pm	Monday - Thursday	BE Clubs	Assorted activities led by external coaches and school staff
4.30-5.00pm	Monday – Thursday	BE Chill	An opportunity to unwind with a healthy snack provided
4.30-6.00pm	Monday - Thursday	BE Plus	An opportunity for creative play, reading, unwinding, with a healthy snack provided
3.30-5.00pm	Friday	BE Filmfest	An opportunity to unwind by watching an animated classic or family favourite, with a healthy snack provided

We request that you book your child to attend any variety of sessions for a whole term.

How to Book

Bookings for BE clubs, BE Breakfast, BE Chill and BE Plus are made via *School Gateway*. At the point of booking you will be asked to pay a notional payment towards the total cost. Additional payment requests will be made via School Gateway to clear the remaining fees.

Payment could not be easier as it will offer you the option of debit/credit cards, bank transfer. It is also possible to pay by childcare vouchers, please contact our Admin Team for more information.

Initial sign up for September will need to be via an additional form which will be emailed directly to all new parents.

Urgent Access

We recognise that emergencies and issues can crop up at times. If on such occasions when you require urgent childcare, please contact the BE Team directly via Basildon Extra: bextra@basildonprimary.org.uk or WhatsApp 07471 740366

12. Travel

Getting Here Safely

Basildon is nestled in an area of outstanding natural beauty. As such, there is very little in the way of footpaths and street lighting. We encourage safe, green travel to school as much as possible, and we provide a bicycle/scooter rack to the rear of the school – please ensure these are padlocked securely.

For those walking to school, please remember to

- walk in to oncoming traffic
- avoid walking more than two abreast, hugging the curb line
- carry a torch with you for those darker mornings/evenings
- wear a hi-viz vest on those darker mornings/evenings

For those cycling or scooting, please remember to

- regularly service your bike/scooter
- wear a safety helmet
- wear a hi-viz vest on those darker mornings/evenings
- dismount and walk when on school grounds

Considerate Parking

Parking is a challenge in the village. We respectfully request that cars are parked considerately away from driveways, yellow lines, access routes and junctions. Additional information including a village *Park & Stride* guide, is available from the Admin Team and our school website:

<https://www.basildonprimary.org.uk/faqs>

13. Uniform

What does a Bear wear?

We believe Bears should look as smart as the whole of our community, but smart must be practical and easy to enable all the fun learning in store. For information, please ensure your Bear is ready for school life:

Everyday Wear	Sky blue polo shirt Navy joggers Navy shorts School branded or plain navy: <ul style="list-style-type: none">- Hoodie- Fleece- Coat Practical closed toe shoes with a secure fastening (not laces)
Vital School Extras	Wellies All-in-one puddle suit

While wearing uniform is not compulsory in Bears, it is strongly advised.

Stevensons

Our school uniform is detailed in our Uniform policy, available from the school website and our Admin Team. We ask that all respect and adhere to our uniform policy. Many items can be purchased readily at any store in accordance with the latest government guidance. Our preferred supplier for all branded items however, is Stevensons. Items can be purchased online and in person at their store: 11-12 Market Place, Reading RG1 2EG

Second Hand Uniform

Second hand uniform is available to purchase (as stock becomes available). We are thankful that one of our parents, Penny Crowther-Gibson who manages this for our school community. If you would like to know more, please email 2handuniform@basildonprimary.org.uk

14. Volunteering

At Basildon, we welcome members of our school and wider community to volunteer with us in a variety of ways, including reading, chaperoning on school trips, site tidying. As a volunteer working with children, we are required to obtain an Enhanced DBS Clearance for you. We also respectfully request you abide by the school confidentiality policy. If you would like to know more, please contact our Admin Team.

15. Who's Who

Our school website has a comprehensive, regularly updated list of staff and governors for your information. At the time of publication, our staff detailed in the table below:

SENIOR LEADERSHIP TEAM	Miss Melissa Cliffe, Headteacher Mrs Emma Parish Miss Amy Hutchinson Mrs Claire Ward, SENDCo Mrs Pam Slingsby, School Business Manager
TEACHING TEAM	Miss Melissa Cliffe Mrs Laura Foley-Steele Mr Harry Goff Miss Amy Hutchinson Miss Jasmine Kithakye Mrs Marie Loader Mrs Emma Parish Miss Abigail Saas Mr Finley Uphill Mrs Donna Sanderson Mrs Hope Zananiri
CLASS & LUNCHTIME SUPPORT TEAM	Mrs Katie Adams Mrs Karen Boundey Miss Phoebe Deng Mrs Caroline Elliot Miss Sophia Ferris van Eyck Mrs Cat Hadrill Mr Stuart Hazelden Ms Carla Jay Mrs Lucy Nutley Mrs Stephanie Simmonds Mrs Mikki Taylor Mrs Sabrina Whitney Mrs Chelcie Wiles
SPORTS COACH	Miss Lauren Dunlop

BASILDON EXTRA TEAM	<p>Mrs Karen Boundey Miss Phoebe Deng Miss Sukhleen Dhillon Miss Sophia Ferris van Eyck Mrs Cat Hadrill Miss Becky Lewis Mrs Sabrina Whitney</p>
ADMIN TEAM	<p>Mrs Cat Hadrill Mrs Stephanie Simmonds Mrs Pam Slingsby</p>
CATERING TEAM	<p>Mrs Alison Andrews Mrs Gin Studart</p>
GOVERNING BOARD	<p>Mrs Barbara Hunter, Chair Mrs Jacquie Davies, Vice chair Rev. Grant Fensome Miss Melissa Cliffe Mrs Ruth Bennie Mrs Rachel Chapman Mrs Natasha Lee Mrs Jenni Miller Mrs Amy Peters Mr Ross Poulter Mrs Claire Ward</p>

Early Years Foundation Stage Team	
BEARS (Nursery)	<p>Mrs Donna Sanderson Mrs Hope Zananiri Mrs Lucy Nutley Mrs Chelcie Wiles Mrs Karen Boundey Miss Sophia Ferris van Eyck</p>
TIGERS (Reception)	<p>Mrs Marie Loader Miss Carla Jay</p>