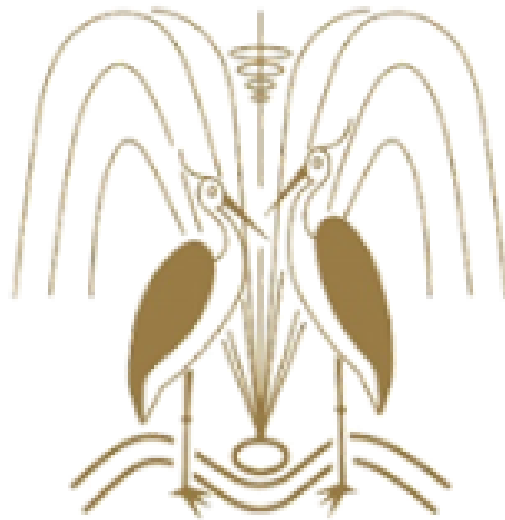


BASSINGBOURN VILLAGE COLLEGE



Year 7
2024 HANDBOOK



Welcome to Bassingbourn Village College!

We are very proud of our school for both the educational and diverse opportunities we provide for our students. This handbook will give you the core information you and your child will need before joining us in September. Our aim is to give you the information you need to allow your child's transition to us to be highly successful and to encourage them to participate in a wide range of activities.

We are aware that Year 7 is a very important time for the students and their parents. The transition from primary to secondary school is a big step and we are very committed to ensure it is as smooth as possible for all involved. A positive start to Bassingbourn Village College will help students achieve their potential and have a successful time at the school. The Senior Leadership Team and the Achievement Leaders work closely with the mentors to build a good picture of the academic progress of each student, as well as their extra-curricular activities and wider interests. We want our students to achieve their full potential in not only the classroom but also watch them grow in confidence, learning new skills, as well as develop students who are kind and considerate of everyone within our community.

During Year 7, our students have an opportunity to attend trips, meet new students from across our catchment area as well as be introduced to experiences they may not have been available at their previous school. The students will be moving around the school to go to their different lessons and they will improve their organisational skills in both their lessons and their homework.

We want our students to have a thoroughly enjoyable experience while at Bassingbourn Village College and to be able to look back with fond memories when they leave us in Year 11. This involves students taking their lessons seriously, behaving well and participating fully in the opportunities that are on offer. Our staff are incredibly supportive and fully committed to giving the students the best experience we can so please encourage your child to inform us of any problems so that we can help resolve them as soon as possible.

We really enjoy seeing the range of achievements that are celebrated in our End of Term assemblies. We are proud of what our students achieve and it is great to see such a diverse mix within the year group. We look forward to seeing how the year group progresses and continues to grow. This is an exciting year for Year 7 and we wish them every success.



Key staff, Tutors and College Achievement leaders

Senior Leadership Team

Principal	Mr I Stoneham	istoneham@bassingbournvc.org
Deputy Principal	Mr J Brock	jbrock@bassingbournvc.org
Deputy Principal	Ms V Larkins	vlarkins@bassingbournvc.org
Assistant Principal	Ms R Chalmers	rchalmers@bassingbournvc.org
Assistant Principal	Miss R Hields	rields@bassingbournvc.org
Assistant Principal	Mrs K Murfet	kmurfet@bassingbournvc.org

Student Support

Student Support Worker	Mrs Constantinides	amconstantinides@bassingbournvc.org
Student Support Worker	Ms Eavis	feavis@bassingbournvc.org
Student Support Worker	Mrs Turner	tturner@bassingbournvc.org
SENCo	Mrs K Murfet	senco@bassingbournvc.org

Office team

Office Manager/PA to Principal	Miss K Burgess	kburgess@bassingbournvc.org
Receptionist	Mrs G Lambert	office@bassingbournvc.org
Marketing & Communication Manager	Miss S Thompson	sthompson@bassingbournvc.org

College

College Achievement Leader

Artemis	Miss C Harris	charris@bassingbournvc.org
Hercules	Mr D Beck	dbeck@bassingbournvc.org
Athene	Ms D Leake	dleake@bassingbournvc.org
Atalanta	Miss V Turland	vturland@bassingbournvc.org



Important Dates

Autumn Term 2024	
Wednesday 4th September	Autumn term opens for Year 7 students only
Thursday 26th September	Open Evening
28th October - 1st November	Half term
Thursday 5th & Friday 6th December	Training Days
Friday 20th December	Autumn term closes

Spring Term 2025	
Monday 6th January	Spring term opens for students
31st January	Training Day
17th – 21st February	Half term
Friday 4th April	Spring term closes

Summer Term 2025	
Tuesday 22nd April	Summer term opens for students
26th – 30th May	Half term
Friday 18th July	Summer term closes

Timing of the day:

8:55 – 9:15	Mentor Time
9:15-10:05	Period 1a
10:05-10.55	Period 1b
10:55 – 11:15	Break time
11:15 – 12:05	Period 2a
12.05 - 12.55	Period 2b
12:50 – 1:40	Lunch
1:40 – 2:30	Period 3a
2:30 - 3.20	Period 3b



General Information

Attendance

For our children to gain the greatest benefit from their education, it is vital that they attend regularly and your child should be at school by 8.50am, every day the school is open unless the reason for the absence is unavoidable.

Any absence affects the pattern of a child's schooling and regular absence will seriously impact their learning. Any student's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

Absence Procedure:

If your child is absent YOU MUST:

- Contact us by 8.30am each day of absence, via email: absence@bassingbournvc.org.

If your child is absent we will:

- Contact you if we have not heard why your child is absent
- Contact you to discuss the situation with the relevant member of staff if absences persist;
- Refer the matter to the Education Welfare Officer if attendance moves below 85%.

Home School communication

The school always welcomes contact from parents and our goal is to ensure that you have an appropriate and helpful response to your communications. Your child's mentor should be your first point of contact.

Our office team will pass on a message to the relevant staff member if they are not available. The staff member will always try to respond as soon as possible, but contact should be made within 2 working days. Urgent calls will be transferred to the most appropriate senior member of staff if the requested staff member is not available. Personal appointments should always be pre-arranged to enable the meeting to be efficiently run and for staff members to have the relevant information to hand. Our policy for managing home/school communication can be read in full on the website.

Staff will always endeavour to acknowledge letters and emails within 2 working days. However, as some situations may need further investigation, you may not receive a full response until after this point. The school can be contacted by email on office@bassingbournvc.org. If you wish to contact a member of staff by email, please use their initial and their surname followed by @bassingbournvc.org. i.e. for Andrew Teacher this would be ateacher@bassingbournvc.org.

Information on your child will be shared via the MyChildAtSchool (MCAS) system. When your child starts with us in September you will be sent an activation email which will allow you to set up an account. Through here you will be able to access information on attendance, behaviour and reports.



Homework

To support progress in school, students will be set homework in a number of curriculum areas. The nature of this homework will vary depending on the subject. Tasks that might be set include: research, evaluating learning, correcting and improving work, written tasks, reading tasks, learning tasks such as vocabulary and spelling, making artefacts, drawing and designing, and preparing for presentations.

The length of time to be spent on homework will vary for each student depending on what they are being asked to do and their own areas of strength, but as a guide a Year 7 student should be spending 30 minutes on a homework task.

The majority of homework will be set via Google Classroom which your child will be shown when joining us at Bassingbourn Village College.

The Canteen

The canteen is open before school, at break and at lunch. It serves a variety of hot and cold food and drinks and is available to all students. The cost of a meal deal is £2.75. Students must remember to put money on their WisePay account to purchase food. Parents are advised that students will not be allowed to get into debt and should ensure that they have enough money on their card to cover all purchases.

When your child starts in September an email will be sent with details to set up an account.

Free School Meals

Free school meals are available for children who are aged under 19 and meet the eligibility criteria. We are aware that not all students who could have claimed a Free School Meal (FSM) do so. If you think your child is entitled to receive free school meals, please check the school website for more details on the eligibility criteria.

More information about the Canteen and FSM are included in this folder.

Bullying

We take bullying very seriously at Bassingbourn Village College. Students have regular sessions in Personal Development, Mentor Time as well as assemblies to remind them that we expect the school to be a safe place for all students and staff.

Students are reminded that they can report bullying through any member of staff, the anti-bullying email address (anti-bullying@bassingbournvc.org), or by talking to their Mentor or one of our student support workers.

Safeguarding

All members of staff are regularly trained with the latest safeguarding information and follow the policies laid out on our website. Students have regular sessions covering a range of safeguarding topics, such as e-safety, sex and relationships, Prevent, and emotional well-being. Students are regularly reminded that if they have any concerns they can speak to any member of staff and are given information on who our Safeguarding Staff are. The safeguarding policy can be viewed in full on the school website.



The Inclusion Department

Bassingbourn Village College works hard to support students with special educational needs and/or disabilities in a fully inclusive environment. Mrs Murfet, our Special Educational Needs Co-ordinator has responsibility for coordinating SEND provision across the school. We work hard with our feeder primary schools to ensure that information about needs gets passed to us to allow for a smooth transition of support. Further identification of needs occurs through our staff and support needs are assessed on a regular basis.

We encourage students to request support if they feel they are not making appropriate progress. We employ a range of assessment methods to establish the nature of SEND, including the use of assessment tests and the careful monitoring of a student's progress towards an agreed goal. Support offered is varied and includes literacy and numeracy support sessions and where applicable having a teaching assistant in the classroom. The level of support will be decided through consultation with parents and be appropriate to the needs of the student. If you believe that your child needs support, please contact Mrs Murfet on senco@bassingbournvc.org.

The Hive is our student centre and a range of information available to the students that can be found here. If a student has lost their timetable, a letter, or has the incorrect uniform then they can go to the Hive to get replacements. The Hive is also the place to go if students are having issues and they need to talk to someone. The Hive is open from 8:30am to 4:00pm and the staff are happy to help students with any issues.

Equipment

All students are expected to bring the following basic equipment to every lesson:

Pencil case

Pencil, rubber, and pencil sharpener

Black or blue pen (including a spare)

30cm Ruler

Set of Colouring Pencils

Glue stick

Refillable water bottle - no fizzy drinks or energy drinks allowed

Students will also find it useful to have a calculator with them as they will be used in a number of lessons.



Rewards and Sanctions

Students are expected to behave in accordance with the school rules at all times. Those students who display exceptional behaviour, achievement or effort can be rewarded with a merit. These merits are recorded on BromCom and certificates are awarded in celebration assemblies at the end of term.

When a student's effort or behaviour is found to be unacceptable, a variety of consequences may be imposed. Members of staff will follow our Behaviour Policy and may impose break, lunchtime or after-school detentions if behaviour is unacceptable or work is not completed to an appropriate standard. If this continues, further action can be taken in line with the Behaviour Policy.

Detentions are recorded on BromCom which parents have access to via (MCAS). Students may also be put on report if it is thought that their effort needs close monitoring or if their behaviour is interfering with the learning of others. Parents are asked to sign the reports each evening so that good communication is maintained.

Extra-curricular

We are very keen to ensure that the students have a range of experiences outside of lessons. We put on a range of extra-curricular clubs, music lessons, singing club and a school band. We try to cater to all of our students' interests and if there is a club that we don't currently run, students are advised to speak to the subject teachers who will see whether it is possible to run the club.

Sports clubs are advertised on a termly basis and are often targeted at different year groups. The extra-curricular sessions are open to students who just want to play for fun as well as those who are wanting to be part of the school teams.

There are a variety of instrumental lessons in which students are able to participate - more information is included in this folder.

Internet use

We have clear procedures to enable all students to use the internet safely and securely. When students and parents sign the Home School agreement, they agree to follow the rules set out for internet and mobile technology use. We are determined to make sure that our students access the internet and use mobile technology in a responsible way and students will be given regular reminders of the dangers of the internet and social media. **Mobile phones are not permitted to be used between 8.55 and 3.20.**

We have installed software that will allow us to monitor the school system and protect the students from unsuitable material. Students are expected to follow the rules for internet use and we will remove access from anyone who attempts to use it in a way that goes against these rules.

Students are expected to only use their own login and password to access the school system and not access anyone else's files. Students who do not have access to the internet at home can use school computers to complete homework at break, lunchtime or after-school with agreement from teachers. Students have a personal email address and they are expected to use the email system responsibly. Students are given lessons in e-safety and are taught how to report any unpleasant material or messages that are sent to them.



Uniform

School uniform items including the school blazer, school tie, and the PE top are our minimum required branded items with the school logo, identified with * will be available online from pbuniform-online.co.uk/bassingbourn.

<u>Uniform</u>	<u>PE and Games Kit *</u>
<p>BLAZER *</p> <p>Plain black with school logo</p> <p>TROUSERS</p> <p>Plain black, business style, no boot cut, skinny or flared trousers. No cords, jeans, cropped trousers. Only dark buttons or belts allowed.</p> <p>SKIRT **</p> <p>Black school-style skirt (straight or pleated and of non stretchy material) which should sit or below knee length.</p> <p>SHIRT</p> <p>White, long enough to tuck into trousers/skirt and a correct collar to wear a tie properly.</p> <p>TIE *</p> <p>School Tie</p> <p>JUMPER **</p> <p>Black V-neck jumper with or without school logo. Must be worn in winter months under the blazer. This should not be worn instead of blazer. If purchased without a school logo, the jumper must be of the same style and material as that which can be purchased on Price & Buckland's website. No sweatshirts or hoodies, including zip up hoodies may be worn.</p> <p>SOCKS</p> <p>Ankle or knee-length</p> <p>SHOES</p> <p>Black, leather/leather type uppers, no canvas shoes. In the interest of safety, no heels higher than 3 cm and no training shoes.</p>	<p>Compulsory elements:</p> <p>POLO SHIRT *</p> <p>Gold & black with school logo</p> <p>RUGBY SHIRT (for rugby) *</p> <p>Gold & black with school logo</p> <p>FLEECE *</p> <p>Black with school logo</p> <p>SHORTS **</p> <p>Black, with or without school logo. If purchased without school logo, the shorts must be of the same style and material as those purchased on Price & Buckland's website.</p> <p>SOCKS</p> <p>Black sports socks</p> <p>GUM SHIELD & SHIN PADS</p> <p>HAIR TIE</p> <p>TRAINERS</p> <p>FOOTBALL BOOTS</p> <p>Optional extras:</p> <p>JOGGING BOTTOMS</p> <p>Plain black</p> <p>WATERPROOF JACKET *</p> <p>Gold and Black with school logo</p>

** While we do recommend that the above items are purchased from Price & Buckland, the skirt, jumper and shorts can also be purchased in plain black, but MUST be of the same style and material of those that are purchased from Price & Buckland.



Discreet make-up only is permitted, no nail varnish, fake nails or jewellery is allowed except for a wristwatch and for pierced ears when one pair of plain studs only may be worn. Any form of facial or body piercing is not permitted. Hairstyles should be of natural colour. We do not allow extremes of styles, or colour. No patterns or shaved heads allowed. For PE students are expected to have long hair tied back for Health and safety reasons.

Uniform should be worn in a 'smart and business like' manner at all times when inside the building. This means shirts tucked in and ties done up properly.

Students in year 11 have the privilege of wearing a plain black business suit and year 11 tie. The tie can be purchased through Wise Pay. If Year 11 students choose not to wear the current year 11 tie, then they will be expected to wear the normal school tie. Students choosing to wear skirts must ensure they are of an appropriate length for a business environment.

Please do not hesitate to contact us in confidence if you need any help in sourcing items of uniform as we do currently have some nearly new/pre-loved uniform available.

The school will have final say in relation to the suitability of uniform items.

On behalf of BVC, the PFA are now running a second-hand school uniform sale. You can find the latest available stock by joining their new Facebook group and accessing their live Google sheet. You can pay via PayPal to reserve your items, and collect from school [facebook.com/groups/ParentsandFriendsofBVC](https://www.facebook.com/groups/ParentsandFriendsofBVC)