



BASSINGBOURN  
VILLAGE COLLEGE

# Parent Information Handbook 2025-2026





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## SECTION ONE - WELCOME AND GETTING TO KNOW OUR STAFF

### Welcome to Bassingbourn Village College

I am delighted to be welcoming your child to Bassingbourn Village College. The team and I are very proud of our school as we really believe that Bassingbourn Village College is a great school; one that is a kind, caring and happy community for our students, staff and parents. We have over 660 students from ages 11-16, and we have been providing our local community with a comprehensive education for over 70 years.

We are very aware that leaving primary school and moving on to secondary school can feel very daunting for students and parents but we hope that this booklet gives you all the information that you should need to support your child through this process.

Our teachers work hard to nurture our students to have high aspirations for themselves, a love for learning and to become confident, resilient, healthy and independent members of society. All of this is underpinned by our core values of Respect, Resilience and Responsibility, which combined ensures, when our students leave us, not only do they go on to achieve professionally, but become considerate members of their local community.

We are very proud to be part of Anglian Learning, a successful multi-academy trust. With 7 secondary schools and 11 primary schools in its roster, our staff are able to share learning and curriculum resources as well as for our staff to draw on support, if ever needed. Financial planning and a systematic approach from the Trust allows us to continue to be in a robust position for the future.

Mr Ian Stoneham  
Principal

## 1.2 Introduction

Thank you for choosing Bassingbourn Village College to be your child's secondary school. The aim of this information handbook is to provide you and your child with a comprehensive guide to Bassingbourn Village College and how you can support your child to thrive during their time with us. We work in partnership with you to provide the very best for your child. Below are a few things that parents and carers can do to support their child whilst they attend secondary school.

Life is incredibly demanding for us all but it is important to take time every day to ask your child about their school day; what they have been learning, homework they may have and simply what they enjoyed or didn't enjoy about their day. By demonstrating that these things matter, and that you will take the time to listen, instills in them an understanding that school matters.

Simply by attending parents' evenings and other events demonstrates to your child that their education matters to you and that both parents/carers and teachers work in collaboration to ensure the best possible outcome for them.

Attendance is directly linked to a child's progress in school and as such needs to be taken very seriously. For a child to have less than 97% attendance over the academic year will have a negative impact on their progress and achievement in the classroom. Catching up with missed class work, projects, tests and homework can also be stressful and anxious for them. We will provide regular updates on your child's attendance and will get in touch if we have concerns regarding their % attendance.

If your child is unable to attend school **YOU MUST:**

- Contact us by 8.30am each day of absence, via email: [absence@bassingbournvc.org](mailto: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 falls below 85%.

***Please understand the values and culture of our college as well as our policies, expectations and routines***

We do not tolerate anti-learning or anti-social behaviour and there are consequences for students that fail to meet these expectations. We ask all parents and carers to read through our Behaviour Policy, Uniform and Equipment Policy and our Home School Agreement. At our college we have a culture of **Responsibility, Respect and Resilience** and have clear expectations on what these mean to those in our community. It is important that these expectations are supported at home and you understand the process we follow if these expectations are not met.

It is important that parents and carers understand that it is your responsibility to ensure your child is wearing the correct uniform every day, only purchase items of school uniform that meet our policy expectations, and that your child is equipped for learning by having their bag, pencil case and equipment every day.

### 1.3 Key staff for Year 7 students and their families

Here are a few of the key staff that you may need to contact. Other staff contact details can be obtained by contacting the school office.

#### Senior Team

Principal	Mr Stoneham
Deputy Principal	Mr Brock
Deputy Principal	Mr Hughes
Assistant Principal	Ms Chalmers
Assistant Principal	Miss Hields
Assistant Principal	Mrs Clover
Assistant Principal	Miss Manley

#### Support Staff

Mrs G Lambert	Office Administrator
Mrs A Little	Office Administrator
Mrs Parker	Deputy SENCo
Ms Hicks	Assistant SENCo

#### Achievement Leader

Mr Beck	Hercules
Ms Harris	Artemis
Ms Leake	Athena
Miss Turland	Atalanta

### 1.4 Your Child's Mentor

Your child's mentor will be the most important teacher during their time with us. All initial concerns are to be directed initially to their Mentor and you can email them directly. If a response is required, please do remember they are also a teacher and we aim to respond within 2 school days.

### 1.5 How to get in touch with the college

For general enquiries you may have you are welcome to call or email the school office using the following:

Telephone: 01763 242344

Email: [office@bassingbournvc.org](mailto:office@bassingbournvc.org)

If you need to get an **urgent** message to your child during the school day please contact the college office who will ensure this message reaches your child. We ask you don't contact your child directly on their mobile phones as they will not be able to check messages in line with our 'no-mobile phone' policy; students that are seen on their phones will have them confiscated for the remainder of the day. In addition, if your child contacts you during the school day please support our 'no-mobile phone' policy by addressing this issue with them.

If your child is unwell, please tell them to speak to a member of our first aid team; please do not come to collect unless you have been asked to do so.

## 1.6 Home-College 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.

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](mailto: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](mailto:ateacher@bassingbournvc.org).**

The school uses BromCom to send letters and other communications home. For more information and to register, please contact [office@bassingbournvc.org](mailto:office@bassingbournvc.org). The school seeks to put as much information as possible on the website. Most general information that parents need can be found by visiting [www.bassingbournvc.org](http://www.bassingbournvc.org). We also keep parents informed through a range of media. We have a Weekly letter, which features up to date information.

## 1.7 Our College Houses

At Bassingbourn Village College we have four College Houses:

**Hercules (Blue) - Mr Beck**  
**Artemis (Green) - Miss Harris**  
**Athena (Yellow) - Ms Leake**  
**Atalanta (Red) - Miss Turland**

Each College House is headed up by one of our Achievement Leaders. Every mentor group belongs to one of these four College Houses. During mentor time, College House activities such as quizzes, and assemblies take place and create a team spirit for our students. Events such as Sports Day are run as College House competitions and we encourage team spirit. At the end of each term and at the end of the year we announce our winning College House in our achievement assemblies.

## 1.8 My Child At School (MCAS) App

We use a school management information system, BromCom, and its parent app, MyChildAtSchool (MCAS) which enables parents to see their child's attendance, behaviour record, progress checks, reports and timetable. All parents with parental responsibility will be able to access these records. The app can be downloaded for free from usual app stores.



We will also use our MIS system to email you regarding the education of your child, including details on trips and visits that they may be attending or direct messages from your child's teacher. These will come from the *BASnoreply* email address. To avoid missing emails from the college, please ensure that these emails do not go into your junk and read through each of these emails when they come through.

At the end of each week Mr Stoneham sends out a letter to parents and carers providing important updates and messages.

A log in for the parental portal will be automatically generated for you using the email address already provided. You can withdraw your consent for access to the parent portal, MCAS, at any time in writing by contacting [office@bassingbournvc.org](mailto:office@bassingbournvc.org)

## **Wisepay**

We use Wisepay for all payments into school, including catering, trips and visits and general items. Wisepay links directly to BromCom, our management information system. There is usually one Wisepay account per student (the primary contact). If you require a secondary Wisepay account, please contact the office.

Your Wisepay log in and information on how to register your details will be emailed to you when your child is enrolled into Basingbourn Village College.

## **1.9 College Policies**

All college policies are available on the college website and are updated regularly.

# **SECTION TWO - UNIFORM & EQUIPMENT**

## **2.1 School uniform**

It is vital that all parents and carers read the college Uniform and Equipment Policy and ensure their child is wearing the correct uniform every day, and that they are fully equipped for learning.

**The following is a summary of the Uniform and Equipment Policy but this does not replace the need to read the policy.**

The Uniform and Equipment Policy can be found on our college website.

All students, every day, wear all the following (compulsory items)	Important notes
<ul style="list-style-type: none"> <li>● Plain black blazer with school logo*</li> <li>● School tie*</li> <li>● White collared shirt</li> <li>● Black, flat, leather/faux leather-fronted, logo-free shoes (see additional guidance below)</li> <li>● Black/grey/dark coloured socks</li> </ul>	Shirts must have a top button and not a 'revere' collar as all students wear a tie (see appendix)
All students, every day, wear one of the following (compulsory item):	Important notes
<ul style="list-style-type: none"> <li>● <b>Black straight or pleated, knee length, <u>school</u> skirt</b> (see additional guidance below)</li> </ul> Or <ul style="list-style-type: none"> <li>● Plain black, tailored/school trousers (see additional guidance below)</li> </ul> Or <ul style="list-style-type: none"> <li>● Plain black, <u>tailored</u>/school knee length shorts (see additional guidance below)</li> </ul>	<p><b>Students <u>CANNOT</u> wear:</b></p> <p>Leggings</p> <p>Sport shorts</p> <p><b>Stretchy material <u>skirts</u>; these are banned</b></p> <p>Jeans</p>
Students can also wear (optional items):	Important notes:
<ul style="list-style-type: none"> <li>● Plain black V-neck jumper</li> <li>● Plain black V-neck sleeveless jumper (tank top)</li> </ul>	<p><b>Students <u>CANNOT</u> wear:</b></p> <p>Sweatshirts/Hoodies; these are banned</p> <p>A black jumper with a logo</p>

## PE and Games Kit

**The following is a summary of the Uniform and Equipment Policy but this does not replace the need to read the policy.**

The Uniform and Equipment Policy can be found on our college website.

All students must have (Compulsory items):	Recommended optional items	Optional items
<ul style="list-style-type: none"> <li>● Gold and black polo shirt with logo (*)</li> <li>● Black shorts or skort (with or without school logo)</li> <li>● Hair tie for long hair</li> <li>● Trainers</li> </ul>	<ul style="list-style-type: none"> <li>● Shin pads for football (and hockey club)</li> <li>● Gum shield – this is compulsory for participation in contact rugby and extra-curricular hockey club</li> </ul>	<ul style="list-style-type: none"> <li>● Plain black jogging bottoms or leggings</li> <li>● College skort (with or without logo) – can be worn as an alternative to the shorts.</li> <li>● Long, black sports socks</li> <li>● Gold and black waterproof jacket with logo</li> </ul>
<p><b>One</b> of the following:</p> <ul style="list-style-type: none"> <li>● Gold and black rugby shirt with logo (for rugby) (*)</li> <li>● Plain black rugby shirt (for rugby)</li> <li>● Gold and black round neck sweatshirt with logo (*)</li> <li>● Plain black round neck sweatshirt</li> <li>● Black fleece with logo (*)</li> </ul>	<ul style="list-style-type: none"> <li>● Football boots</li> </ul>	

\* - Branded items

## 2.2 Jewellery and piercings, make-up and nails (see Uniform and Equipment Policy for full details)

The only jewellery that is permitted in school is one plain stud in each earlobe and a wrist watch; **NO** other jewellery is permitted. Any additional jewellery that is worn will be confiscated and returned to at the end of the day.

**If you are permitting your child to have additional piercings e.g. nose piercing, we expect this is planned for the start of the summer holiday period to ensure they have time to heal and can be removed before coming back to school.**

Discrete makeup is permitted.

Nail varnish of any description, as well as nail extensions/acrylics, are not permitted (students will be required to remove these for the following day).

## 2.3 Mobile Phones

We are a 'no-mobile phone' school.

The use of mobile phones is prohibited during the school day (8:55 - 3:20) or any time within the college building.

If students are found using their phones from 8:55am, during lesson time, at break or at lunchtime then it will be confiscated. They can collect their phone from the office at the end of the day.

The college is not responsible for any loss or damage of mobile phones or any other valuable item that is brought into school.

## SECTION THREE - GETTING TO KNOW THE SCHOOL DAY AND TERM DATES

### 3.1 Times of the school day

Being punctual is a really important life skill. We ask parents to ensure their child arrives in plenty of time for them to be in their mentor time (8.50am), ready to start the day by 8.55am.

If your child arrives before the beginning of registration, they should go to the dining room.

If your child arrives after the beginning of registration, they should report to the college office to sign in. Lateness will always be challenged.

Time	Lesson
8:55 - 9:15	Mentor Time (Registration)
9:15 - 10:05	Lesson 1A
10:05 - 10:55	Lesson 1B
10:55 - 11:15	BREAK
11:15 - 12:05	Lesson 2A
12:05 - 12:55	Lesson 2B
12:55 - 1:40	LUNCH
1:40 - 2:30	Lesson 3A
2:30 - 3:20	Lesson 3B
3:20	Dismiss

### 3.2 Timetable

The college operates a two week timetable, which will be issued to all students on their first day in September. Students can also access their timetable via the Bromcom App. Students must carry a physical copy of their timetable with them at all times as they are not allowed to use their mobile phones during the school day. It is recommended that students get into the habit of checking their timetable the night before and packing their bags so they don't forget the books and equipment they need for the next day.

### 3.3 School Meals

We are delighted that Innovate is our catering partner in school, offering a wide range of healthy and nutritious options to our students. Food is available at the start of the day from 8.30, at break time and at lunch.

No cash is taken on site and is paid via a cashless system through Wisepay.

### 3.4 Free School Meals

Your child may be eligible for free school meals and additional Pupil Premium Funding if you are in receipt of any of the following:

- Income support
- Income based Jobseeker's Allowance
- Child Tax Credit with an annual income below £16,190
- Pension Guarantee Credit
- Income Related Employment and Support allowance
- Support under part 6 of the Immigration and Asylum Act, 1999
- Working Tax Credit run-on, paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

If you think your child is eligible for free school meals (FSM) do check your eligibility and apply through [www.gov.uk/apply-free-school-meals](http://www.gov.uk/apply-free-school-meals).

This application does now need to be completed **EVERY** year so please ensure you have done this before your child starts in September this WILL NOT be carried forward from your primary setting. Please note the college cannot apply on behalf of a parent/carer.

### 3.5 Term dates 2025/26

Autumn Term	
Monday 1st September 2025	INSET day (non-student day)
Tuesday 2nd September 2025	INSET day (non-student day)
Wednesday 3rd September 2025	Term starts for Year 7 only
Thursday 4th September 2025	Term starts for all other year groups
Monday 27th October to Friday 31st October 2025	Half term
Friday 28th November 2025	INSET day (non-student day)
Friday 19th December 2025	End of Autumn term
Spring Term	
Monday 5th January 2026	Term starts
Friday 30th January 2026	INSET day (non-student day)
Monday 16th February to Friday 20th February 2026	Half term
Friday 27th March 2026	End of Spring term
Summer Term	
Monday 13th April 2026	Term starts
Monday 25th May to Friday 29th May 2026	Half term
Wednesday 1st July 2026	INSET day (non-student day)
Friday 17th July	End of Summer term

Term dates for which are set by Cambridgeshire County Council can be found on their website: <https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/school-term-dates-closures>. The School's term dates will be published in the Autumn or Spring term for subsequent academic years. There may be changes to the term dates set by the School and those suggested by Cambridgeshire County Council.

## SECTION FOUR - LEARNING AT BASSINGBOURN VILLAGE COLLEGE

### 4.1 Daily equipment/stationary (taken from the Uniform and Equipment Policy)

At Bassingbourn Village College, we do expect our students to come prepared for lessons each and every day which means that they should have essential daily equipment with them.

A school bag

A pencil case containing:

- 2 black or blue pens
- A pencil
- A 30cm ruler
- An eraser
- A pencil sharpener
- A highlighter
- A glue stick
- Colour pencils
- A scientific calculator - models either **Casio fx-85GTCW** or **Casio fx-83GTCW**

Other items that we recommend each child has every day:

- A reading book
- A water bottle (no fizzy or energy drinks)
- A hair band for sport and practical lessons if hair is long
- Year 11 will need a clear pencil case

Students not having the right equipment in lessons can be very disruptive to lessons, therefore we ask you to support your child by ensuring they come to school with the above every day.

### 4.2 Organisation

All students will be given their new timetables on their first day in September and their mentors will go through these with them. Students will need to ensure that they bring the correct equipment each day, depending on the lessons they have, including exercise books, PE kit and the essential daily equipment listed above.

Students have access to a locker in which they can keep school items to avoid having to carry too much equipment.

We use Google Classrooms for homework tasks (further information below). Students will be expected to regularly check Google Classrooms for homework and notices.

### **4.3 Independent learning (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;
- preparing for presentations.

The length of time to be spent on homework will vary for each student, the year they are in, what they are being asked to do, and their own areas of strength,

As a guide a Year 7 student should be spending 30 minutes on a homework task; this will then increase by 10 minutes as they move through the years.

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

To ensure effective routines at home with learning we recommend the following guidelines:

- Homework is best tackled while it is fresh in a child's mind - quality does suffer the longer they leave it;
- Ensure there is a quiet place for your child to work at free from noise or distractions;
- Homework is best completed at a desk;
- Parents/Carers should not be directly involved in the completion of homework, however it is important that you show an interest and ensure your child is producing work of a good quality.

### **4.4 Teaching groups**

In Year 7, the students are split according to their combined English and Maths SAT scores, and other information gathered from their primary schools, into two populations. Across the two populations there is an even spread of ability organised into 5 teaching groups.

In Year 8, the students stay, in the main, in their established groups from year 7, although movement between groups can be expected.

Students choose the option subjects in Year 8 and begin their GCSEs in Year 9.

### **4.5 Learning Support**

Bassingbourn Village College works hard to support students with special educational needs and/or disabilities in a fully inclusive environment. Mrs Parker, 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 lessons and our teaching staff, with student needs 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 Parker on [senco@bassingbournvc.org](mailto:senco@bassingbournvc.org).

## SECTION FIVE - PERSONAL PROPERTY AND USE OF IT TO SUPPORT LEARNING

### 5.1 Learning Technology

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 or accounts. 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.

### 5.2 Lost property

It is inevitable that at times things will get lost. Students should check in the places they have been in the first instance and then come to Reception.

We strongly advise ALL items brought into school, including clothing, are clearly marked with your child's name. As a school we cannot accept any responsibility for the personal property of students which is damaged or stolen on school grounds, including mobile phones, musical instruments, jewellery.



## SECTION SIX - REWARDS & BEHAVIOUR

### 6.1 Home School Agreement

As part of our admission process, every student who joins Bassingbourn Village College signs our Home School Agreement. This ensures that staff, students and parents/carers are working together to ensure your child's academic and personal success.

### 6.2 Recognition and Rewards

Our culture of recognition and reward is really important to all of us at BVC. Below is a summary of our rewards process.

Positive Behaviour	Merit Points	Frequency
Being equipped for learning, being smart and wearing the uniform with pride, prompt arrival to lesson, calm and purposeful transitions, following instructions quickly, smiling and positive contributions, politeness and empathy.	Verbal praise and thanking the student for their positive behaviour	Each day
Excellent <b>LEARNING</b> : Listening Explaining your points and verbal contributions Asking and answering questions Reading with confidence Neat presentation and standards of work	1 merit (Maximum of 3 points per student per lesson)	Each lesson  (names on Recognition Board)
Excellent effort	1 merit	
Excellent classwork	1 merit	
Completed homework/excellent homework	1/2 merits	
Supporting others in their learning or excellent team/group work	1 merit	
"Star of the Lesson"	2 merits	
Champion Award (can be awarded at any time by any member of staff)	5 merits	As appropriate
Community recognition (can be awarded at any time by any member of staff)	5 merits	
100% attendance weekly points (centrally awarded)	2 merits	Weekly
Extra-Curricular Recognition Award	2 merits	At the end of each half-term (certificates presented in the final awards assembly of the half-term)
100% attendance for the whole half-term (centrally awarded)	10 merits	
Half-termly subject certificates of achievement	10 merits	

Achievement Leads awards (displayed each half-term on the Achievement Lead Boards)	10 points	
Senior Team Award (awarded each half term)	20 points	
Principal Award (awarded each half term)	20 points	
Outstanding Attainment Award (each year group)	30 points	At each data point (certificates presented in assembly)
Outstanding progress Award (each year group)	30 points	
Outstanding Citizen Award	30 points	At the end of each term (certificates presented in the final awards assembly at the end of term)
Outstanding Contribution Award (no negative points all term)	30 points	

### 6.3 Behaviour

The ultimate success of every child learning to the best of their ability in lessons rests on the general behaviour of ALL of the students in the classroom. As such we have high, yet reasonable expectations on how we expect our students to behave in lessons.

These expectations are outlined in our Code of Conduct which students sign at the start of every year.

Every student at Bassingbourn Village College deserves a conducive learning environment and we do not tolerate any student that impacts this for others.

We ask our parents/carers to support these expectations at home and with any consequence which may be issued by the school to those that fail to meet these expectations. Rudeness to staff, no matter what the circumstances, will not be tolerated nor will disruptive behaviour during lesson time.

The Behaviour Policy is available on the college website and we ask that all parents/carers read this important policy carefully and at the start of each academic year.

Lunchtime detentions are 20 minutes (12:55 - 1:15)

Afterschool detentions are 50 minutes (3:20 - 4:10)

## SECTION SEVEN - MEDICAL CARE AND ABSENCE FROM SCHOOL

### 7.1 Medical care of your child

Should your child feel unwell when at school we have a team of first aiders on site to provide support and to administer first aid if and when required. In the majority of instances students can be sent back to lessons after a short time in first aid or the administration of pain relief. Pain medication can only be administered if parents/carers have given permission to do so and supplied the medication to be kept in school.

If your child is asthmatic they should carry their inhaler with them at all times. If you have a spare and would like for us to keep this locked in our medication cupboard we can certainly do so.

If your child is deemed too unwell to remain in school we will contact you asking for you to collect them. Please ensure your contact details are updated with us via the office if your number changes.

Students **MUST NOT** telephone home if they are feeling unwell and ask to be collected. Please support us in managing this expectation by explaining this is NOT allowed and they must speak to their teacher or the office team.

If your child's medical needs require a care plan to be put in place please contact the office.

### 7.2 Disability

We are an inclusion college. Please advise us if you or your child has a disability so that we can actively support and ensure we are catering for you and your child's needs.

### 7.3 Attendance

It is well documented that good attendance is linked to a student's academic performance. It is therefore important that your child's attendance remains above 97%.

If your child is unable to attend school YOU MUST:

- Contact us by 8.30am each day of absence, via email: [absence@bassingbournvc.org](mailto: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 falls below 85%.

We request that medical and dentist appointments are made outside of school hours, if this is not possible you will be expected to bring in evidence of this appointment in advance.

Furthermore, parents/carers are strongly asked **NOT** to book holidays during term times. If there is a genuine reason why this is not possible a leave of absence form will need to be completed and submitted for the Principal to review and consider one month in advance.

## **SECTION EIGHT - GETTING TO AND FROM COLLEGE**

### **8.1 Buses to and from college**

Many of the students at Bassingbourn Village College rely on buses to get to and from school. For those students that sit in our catchment area, these are supplied and arranged through Cambridgeshire County Council. To apply for a catchment bus you can do this online at [www.cambridgeshire.gov.uk/education/transport](http://www.cambridgeshire.gov.uk/education/transport)

For students traveling to us not in our catchment area there is currently action being taken to source a new service provider for 2025-26.

All buses arrive and leave from the back car park and at the end of each day members of our senior leadership team are on hand to ensure our students leave safely.

Appendix 1 shows the bus routes for all of the college buses. This is for guidance only. For the most up-to-date information and times refer to the service provider website.

### **8.2 Collection of students from school**

If you are arranging to collect your child from school at the end of the school day, we do ask you do so from the back car park. Our front car park is located at the entrance of the school which has very limited staff parking only and our front entrance needs to be kept safe for our students who walk home. If you park in these spaces to collect your child at the end of the day you will be asked to move.

Collection of students via car throughout the school day is allowed in our front car park.

### **8.3 Unplanned school closures**

In the very unlikely event of the school not able to open in the morning due to extreme weather conditions or unforeseen circumstances, parents will be notified via:

- An email will be sent out via our school management information system, BromCom;
- A notice will be posted on our Facebook page;
- An announcement will be made via the local radio.

## **SECTION NINE - EXTRA-CURRICULAR ACTIVITIES AND SCHOOL TRIPS**

### **9.1 Extra-curricular clubs**

We are very keen to ensure that our students have a range of experiences outside of lessons and put on a number of extra-curricular clubs. 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.

If you are interested in looking at the clubs we currently offer please visit our website: <https://bassingbournvc.org/information/extra-curricular-activities/>

### **Learning an instrument at school**

Alongside our curriculum music lessons at Bassingbourn Village College, we are fortunate to be able to offer a wide range of individual music lessons. Undertaken by highly talented instrumental music tutors, lessons are structured, friendly and enjoyable and of a very high standard.

Students are able to learn: piano, electric and acoustic guitar, bass guitar, flute, saxophone, clarinet, brass, drums, strings and singing.

If you are interested and would like more information, including cost, please contact Mr Cowlan.

### **9.2 School visits**

We offer a variety of visits and trips to support the social and academic development of our students. These trips can be either residential or day trips and can include some residential trips abroad.

The trips and visits are designed to enhance a student's experience of their curriculum and can be organised by subjects or by year group. We try to ensure a balance of trips available across a student's entire time at Bassingbourn, though this may sometimes be subject to curriculum choices and staff/resource availability.

## **SECTION TEN - SAFEGUARDING**

### **10.1 Safeguarding**

The well-being of our students is our paramount concern.

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.

We have 'our six ways' that a student can share concerns; these are displayed around the college.

**ADDRESSING UNKINDNESS  
IN OUR SCHOOL TOGETHER**

**1. ASK FOR HELP FROM THE NEAREST ADULT IF YOU ARE BEING BULLIED!**

If you are being bullied, or you feel unsafe because of the actions of someone else, tell the nearest adult immediately. Remember there are always adults on duty at break and lunch.

**2. TELL YOUR CLASSROOM TEACHER**

If something happens in a classroom that has made you upset or anxious you must tell the teacher immediately. They are there to support you and they will deal with the issue.

**3. TALK TO YOUR TRUSTED ADULT**

If you have an ongoing concern with someone being unkind talk to your mentor or your trusted adult; they are here to help.

**4. SPEAK TO YOUR ACHIEVEMENT LEAD**

Your Achievement Lead is ready to listen and support you whatever you need help with.

**5. SEND A REPORT DURING THE SCHOOL DAY USING A RESPECT BOX SLIP**

You can report any nasty comments, actions or bullying using a Respect form. You can get a form from Reception, from your mentor or from any teacher. Hand your form to your Achievement Lead or place it in a Respect Box (Reception, Library or Student Support).

**6. SEND A REPORT FROM HOME USING THE ANTI-BULLYING EMAIL ADDRESS.**

If something has happened during the day that has worried you, or you are being bullied, you can report this by sending an email using the Anti-bullying email address. Parents can do this with you or on your behalf.

Anti-bullying@bassingbournvc.org

**RESPECT      RESILIENCE      RESPONSIBILITY**

Parents and carers can use our college website to access more information on our safeguarding procedures and our safeguarding policy.

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.

## SECTION ELEVEN - SUPPORTING YOUR CHILD THROUGH THE PFA

### 11.1 Who the the PFA?

Our Parents & Friends Association (PFA) is a registered charity that supports our students by buying needed equipment and supplies which school budgets cannot cover. They raise funds in a variety of ways, including running specific events (e.g. quizzes), delivering online raffles and cash draws, selling sweets and treats after school (e.g. Fun Food Fridays), running licensed bars at school events (e.g. the Creative Arts Show), hosting teas, coffees and cake stands at Parents Evenings, Open Evenings etc. as well as receiving monthly standing orders. In 2023 they raised over £9,000!

### How do you get involved?

1. Ensure you have “opted-in” to receive emails from the PFA – if in doubt, check with the school office: [office@bassingbournvc.org](mailto:office@bassingbournvc.org)
2. Stay in touch through our Facebook Page (also home to our online second-hand uniform sale): [www.facebook.com/groups/parentsandfriendsofbvc](https://www.facebook.com/groups/parentsandfriendsofbvc)
3. Easy Fundraising – shopping online? Give to the Charity as you shop!
4. Monthly Standing Order – £2 a month (or more) would go a long way. The account details can be found on the below form, and if you are eligible for Gift Aid, please download, complete and email the Gift Aid form to the address below.
5. Write to us at [pfa@bassingbournvc.org](mailto:pfa@bassingbournvc.org) with any questions, ideas, and/or to get involved