



# COLSTON BASSETT SCHOOL

EST. 2007

## PARENT HANDBOOK

ACADEMIC YEAR 2025/26



# WE LEARN FOR LIFE

## Welcome

It gives us great pleasure to offer you a warm welcome to Colston Bassett School.

We hope this Parent Handbook will be a useful source of information for you and your child while you are parents at Colston Bassett School. In addition, we recommend that you also visit our website, where you will find further information and news about our school community.

Starting a new school can be a very nerve-racking experience, particularly for the parents. “What should or should not be worn?”, “What wraparound provision is there?”, “Who should I approach with any queries about the school?”

This handbook has been designed to try and answer some of the many questions that you, as a new parent, might have. We hope it will also prove to be of considerable use to current parents and that you will also find this information useful.

Colston Bassett School is a happy, hard-working and friendly school and we actively seek your positive support, as parents, in the education of your child and in helping the school to achieve our aims.

Please do not hesitate to contact the school if there is any matter which is not clear. The Head Teacher, the Deputy Head and the teaching staff are readily available if you have any queries regarding your child’s education, so please feel free to talk to them or arrange an appointment. Likewise, the Office Manager is always ready to help with any general queries you may have.



LIZ MILLER AND JOHN MILLER — DIRECTORS

## Aims of the School

- To provide a primary educational experience where children are happy, secure and focused, enabling them to learn in a well-structured environment.
- To offer small class sizes to help each individual to fulfil his/her academic, creative and sporting potential — every child will be encouraged to develop individual talents, abilities and personalities in preparation for the secondary stage of their education.
- To develop each child's moral and spiritual well-being, by providing a clear set of values which will enable them to become tolerant, respectful, caring and upstanding citizens, thoughtful and sensitive to the needs of others and caring deeply about the environment and the planet on which we live.
- To ensure that the education we provide is rooted in tried and tested educational methods, but which also develops to meet the ever-changing needs of people in the 21st Century. We embrace new developments in technology which enables children to work and learn more effectively and which provide enjoyment and interest.
- To develop an atmosphere at the school where individuality can flourish and yet pupils learn the value of team work and co-operation, for the maximum academic and social development of each child.

## Staffing

### DIRECTORS

**Liz Miller** (Designated Safeguarding Lead (DSL)/School Management)

**John Miller** (Finance/Marketing/School Management/Site Manager)

### HEAD TEACHER

**Caroline Newcombe** (Year 4, 5 and 6 Class Teacher/Deputy DSL)

### DEPUTY HEAD

**Dillan Deach** (Year 2 and 3 Class Teacher/Teacher of Spanish)

### TEACHING/SUPPORT STAFF

**Maria Beck** (Year 4, 5 and 6 Class Teacher/SENCO)

**Hannah Joels** (Reception and Year 1 Class Teacher)

**Adam Miller** (Office Manager/Teaching Assistant)

**Claire Cox** (Teaching Assistant)

**Margaret Crooks** (Teaching Assistant/Midday Supervisor)

**Lynne Clifford** (Midday Supervisor)

### PERIPATETIC STAFF

**Michelle Oldfield** (Teacher of Music)

**Amanda Gennard** (Teacher of French)

**Kat Plimmer** (Teacher of PE)

**Amanda Fairclough** (Teacher of Drama)

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## Absence

Parents are asked to telephone the school or email the office before 8:45am to report an absence due to illness.

Parents are reminded that children are not allowed to be absent from school, except through illness, unless by prior arrangement with the Head Teacher. Where possible, visits to the Doctor or Dentist should be arranged in the holidays or out of school hours. This is most important to ensure that disruption to the children's lessons is minimised. For any planned absence (for example, a family holiday), parents must complete a '**Notification of Child Absence**' form explaining the reason for and length of absence. This form must be handed to the school office and with sufficient notice.

Unauthorised absence or absence without permission is regarded as truancy and will be dealt with at the discretion of the Head Teacher.

## Accidents and Illness

The staff member(s) on duty will deal with minor injuries. The Head Teacher will deal with more serious injuries and in these instances the parents will be contacted and asked to collect their child.

When a child feels ill they are sent to a senior member of staff. If they are obviously unwell, do not recover quickly, or it seems likely they have something infectious, parents are contacted and asked to collect their child. In these circumstances, children should remain away from school until fully recovered and the following isolation periods should be adhered to (for all other infections, please check with the Head Teacher):

<b>Chicken Pox</b>	Five days following the onset of the rash
<b>Head Lice</b>	None, but must be treated
<b>Diarrhoea/Vomiting</b>	48 hours after diarrhoea and vomiting has stopped
<b>Conjunctivitis</b>	None, but must be treated
<b>Impetigo</b>	Until lesions are crusted over or healed
<b>Body rash/spots</b>	These need to be checked by a doctor to identify (some viral rashes can cause harm to a foetus during early pregnancy)

Records are kept of all but the most minor injuries to children, staff and visitors that occur on the school site. These records are kept in the school office to assist in the management of the school.

## Addresses and Contact Details

Parents are asked to inform the Office Manager immediately of any change of address or home, work and mobile telephone numbers, so that our records are up-to-date and we are able to contact you if necessary. For the same reason, emergency contact details should also be kept up to date.

## After School Provision

After school provision is available each day as follows:

**Mondays and Fridays: 3:45pm–4:45pm** (at a cost of **£8.00**)

**Tuesdays, Wednesdays and Thursdays: 3:45pm–5:15pm** (at a cost of **£12.00**)

After school provision must be booked and paid for termly in advance to guarantee availability (there is no monthly option). Payment for this provision will only be accepted if school fees have been paid in full. We also offer childcare from 8:00am each morning if this is required. Please contact the school office for further information.

## Assemblies

Assemblies are held daily at 2:30pm by an alternating teacher. The themes for each assembly vary — examples include newsround, meditation and ‘Show and Tell’. An awards ceremony is held every Friday by the Head Teacher at 2:30pm.

## Behaviour

At Colston Bassett School, we seek to create an environment that encourages and reinforces high standards and behaviour — an important outcome of the educational process. For more information, please refer to our Behaviour Management Policy, which is available in the school office or to download from the school website.

## Break

All children spend break times outdoors, unless the weather is inclement, and they are closely supervised at all times. If the weather is poor, the children will remain indoors until the conditions improve. We have a break every morning after first lesson, during which the children are provided with fruit, and another break in the afternoon. Every day after second lesson the children also take part in ‘Fit For Fun’, a social activity where they walk, run or jog — at their own pace — in the fresh air for ten minutes.

## Bullying

We acknowledge that bullying could occur at Colston Bassett School. This would be totally unacceptable and taken very seriously. The school has a detailed Anti-Bullying and Harassment Policy which outlines our approach to dealing with potential cases of bullying — this is available in the school office or to download from the school website.

## Calendars

All parents are emailed a copy of the annual school holiday calendar and it is also available on the school website and in the parent noticeboard. Parents are notified by email of any changes to the school holiday pattern.

## Clothes and Possessions

Parents are requested to ensure that all items of children’s clothing and equipment are clearly marked with your child’s name. Any items of lost property are placed in the ‘Lost Property’ box in the utility storeroom; however, these can only be returned if named. Children are expected to be responsible for their own possessions while in school. The school cannot accept responsibility for lost clothing or possessions.

## Complaints Procedure

At Colston Bassett School, we very much encourage parents to come in and air their views with either the Head Teacher or any other member of staff, on any subject relating to their child’s education and welfare. We understand that it is important to

maintain communication between school and home and that if parents feel able to come into school and talk in the first instance, then many problems can be resolved before becoming a major issue.

In the event of having cause for a complaint, parents should follow our Complaints Procedure policy, which is available in the school office or to download from the school website.

## Daily Routine

As a general rule, the children do their core subjects in the morning. A copy of our timetable is available on request, but is subject to change at any time in order to allow us to be spontaneous. We wish to have the flexibility to maximise opportunities as they arise, for example on a walk around the village we may decide to carry out topic-related map work, thereby extending the amount of time spent out in the local community.

REGISTRATION	8:45–9:00am
LESSON 1	9:00–10:00am
FRUIT	10:00–10:10am
MORNING BREAK	10:10–10:25am
LESSON 2	10:25–11:20am
‘FITNESS FOR FUN’	11:20–11:30am
LESSON 3	11:30am–12:15pm
LUNCH	12:15–1:15pm
LESSON 4	1:15–2:15pm
AFTERNOON BREAK	2:15–2:30pm
ASSEMBLY	2:30–2:45pm
LESSON 5	2:45–3:45pm
AFTER SCHOOL CARE	3:45–4:45pm (Monday, Friday) 3:45–5:15pm (Tuesday, Wednesday, Thursday)

We also take full advantage of the local environment and have regular whole school village walks.

## Drama

The children have the opportunity to take part in many public performances throughout the school year. A carol service is held during the final week of the Autumn Term — the school subscribes to Christian values, but all religions are respected and welcomed. The service is held at St John the Divine Church in Colston Bassett village. Pupils also perform a Nativity play in the Autumn Term each year. We also hold an Easter service in the Spring Term and an end-of-year production in the Summer Term.

All children have class Drama lessons in school which are designed to be an invaluable experience for the children to build self-confidence and self-esteem, and to learn performance skills in preparation for the aforementioned school productions.

## Emergency Procedures

Fire procedures are reviewed annually and emergency evacuation practices are carried out termly. These are held at different times during the school day so any potential problems that may arise can be identified and countered if necessary. On hearing the alarm, all persons in the school are required to exit the building as quickly as possible via the marked fire escapes. School staff are fully aware of all fire procedures and will assist in escorting all children and any parents or visitors to the school assembly point (the front entrance gates). Contingency plans are in place in the event of the building being dangerous and any parent or visitor to the school will be advised of these procedures by the Head Teacher or a member of staff if necessary.

The Office Manager keeps a record of all drills held, with details of the time taken to vacate the premises and any difficulties experienced.

## E-Safety

As internet use is now part of the statutory curriculum and is a vital tool for pupils, it is important that we prepare the children to use modern technology efficiently and safely.

Staff will always be mindful of concerns regarding safe internet use and this is always closely monitored in school. If any parent would like to read our E-Safety Policy, there is a copy available in the school office.

## Fees

School fees are £607 a month, or £2,366 a term, plus VAT. Fees are due a term in advance and must be paid in full at the beginning of each term (1st January, 1st April and 1st September). If parents choose to pay monthly, the fees must be received on the 1st of each month in advance and will include a service charge of 2.7%. If parents choose to pay annually, this will attract a discount of 5% and the fees must be received on or before the 1st of September for the coming academic year. We offer sibling discounts while ever there is an older child at the school (5% for a second child, 10% for a third).

It is the school's policy to set fees and review and amend fee regulation on an annual basis. For more information about the fees, please contact the School Directors.

## Fitness and Sport

We dedicate several afternoons at Colston Bassett School to sporting and fitness activities in line with our school ethos, to embrace keeping fit and encouraging children to lead healthy lifestyles. Kat Plimmer leads our PE curriculum. Ms Plimmer is a keen footballer and Level 2 coach who runs 'Urban Movement Primary', a social enterprise which works across nurseries, schools and communities to increase well-being and physical activity.

We have our Year 6 Sports Leaders as part of our PE provision, who regularly meet to discuss any ideas regarding physical education. Sports Leaders lead activities and games with the rest of the school and are taught the important qualities that are needed when working with younger children. This role develops important values such as patience, friendship, compassion and kindness, as well as building their confidence and communication skills. The Year 6s receive their Sports Leaders certificates at the end of the academic year.

## French and Spanish

French and Spanish lessons are both part of the weekly timetable and take place within the school day.

Amanda Gennard, our French teacher, has vast experience and has been teaching the language for many years. Dillan Deach, our Deputy Head, was born in Spain and he is very keen to share the Spanish language with the children.

Following Mr Deach and Madame Gennard's advice, the school has decided to opt for French and Spanish as modern foreign languages, as we feel that the children will gain a sound understanding of the languages during their primary years. This can then be built upon at Senior School when other languages such as German can be introduced and will be much easier to learn from the age of eleven.

## Health

If your child requires any prescription medicine during the school day, it must be handed in to the office in its original container and clearly labelled with the child's name and the dosage required. The instructions from the parent should match the instructions on the pharmacy label or packaging. The staff member will record the exact time and dosage when they give the medication and parents will be required to read and sign this when they collect their child.

A Child Health Record is issued to parents at the beginning of each academic year and this must be completed and returned to school with clear, up-to-date information.

## Homework

Homework is a very important part of a child's education and can add much to a child's development. Your child's teacher will explain any homework expectations. As children move up through the school they will be given additional homework tasks appropriate to their age and stage of development.

If you have any queries regarding homework, your child's teacher will be pleased to answer them. The Head Teacher will be happy to discuss any homework queries of a

general nature on request. We also have a Homework Policy which is available in the school office.

## Houses

Each child is allocated to a House in which he or she will remain throughout their time at Colston Bassett School. This is to encourage the children to work together in a spirit of friendly competition. Siblings will normally be placed in the same Houses. The three Houses are Eagles, Tawnies and Snowies.

Each child can obtain House points for particularly helpful behaviour, extra effort and very good work. At the end of each half term the House points are totalled up and read out during assembly, so everybody is aware which House is currently in the lead. The House Cup is then awarded at the end of the academic year to the House which has amassed the most points altogether.

Children can also be awarded separate House points for PE and sporting activities that take place within school, in an effort to win the Sports Trophy which will be presented at Sports Day each year.

## Information

The following information is available on request:

- Particulars of the curriculum offered by the school.
- Particulars of policies relating to Anti-Bullying and Anti Harrassment, Behaviour Management, Child Protection, Health and Safety Management and First Aid.
- Particulars of academic performance during the preceding school year, including the results of any public examinations.
- Standard terms and conditions of the school.
- Details of the number of complaints registered under the formal procedure during the preceding school year.

- The number of staff employed by the school, including temporary staff and a summary of their qualifications.

The school will make arrangements to ensure that all parents receive a copy of any full inspection report within 28 days of the final report being published.

## Keynotes

**Absence:** Leave of absence is obtained from the Head Teacher. Requests should be made by contacting the Office Manager, with as much advanced warning as possible, who will then supply you with a 'Notification of Child Absence' form.

**Attendance:** Regular attendance is extremely important if pupils are to take full advantage of the educational opportunities available to them at Colston Bassett School. Please refer to the school's Attendance Policy for more information.

**Bounds:** Children are not allowed to leave the school grounds without permission.

**Conduct:** Pupils are expected to be courteous and considerate at all times towards their teachers, all staff employed by Colston Bassett School, fellow pupils and members of the public. Pupils must travel quietly between classrooms and school buildings and be properly equipped and organised for their lessons. The highest standards of behaviour are expected on all visits outside the school.

**Dangerous items:** Children must not bring items into school that may harm themselves or others.

**Dress:** Pupils should be neatly dressed and a credit to the school by complying with the full school uniform requirements.

**Hair:** Hairstyles should be conventional. A neat appearance is expected at all times. Long hair must be tied up away from the face.

**Jewellery:** For health and safety reasons, no jewellery must be worn other than stud earrings. Make-up and nail varnish must not be worn at school.

**Personal property:** All property must be clearly marked. The school discourages



valuables being brought into school and bears no responsibility for loss or damage. Mobile phones and any other electronic devices (i.e. tablets, iPads, Kindles etc) are not allowed in school. Monies must be kept upon the person or brought to the office for safekeeping.

**School environment:** Every effort is made to keep the school environment as pleasant as possible. Co-operation from pupils is expected at all times. Any deliberate damage must be rectified at the pupil's or parents' personal expense or time. Care should be taken to dispose of all litter in the appropriate bins. Eating is only permitted in designated areas.

## Learning Support

The school's current registration with the Department for Education does not permit us to admit pupils with special educational needs — however, we will respond to the needs of any potential pupil by negotiation with parents. The school needs to be aware of any known disability or special educational need which may affect a child's ability to take advantage of the education provided at the school, without causing detriment to the education of other children.

To meet the statutory requirements of the Early Years Foundation Stage Welfare standards, our named SENCO (Special Educational Needs Co-ordinator) is Mrs Maria Beck, who will help to identify any child who may develop special educational needs after they have been admitted to our Reception class.

If a special educational need or a disability becomes apparent after admission, the school will consult with parents about reasonable adjustments/individual cost frameworks that may allow the child to continue at the school. Please refer to the school's Admissions Policy for more information.

## Letters Home

Letters are occasionally sent out at pick-up time at the end of the day. Both parents and children need to be alert to this possibility. However, electronic communication is predominantly used by the school and parents are provided with general correspondence

by email. The school operates a payment envelope system for the payment of any school trips/internal school visits and these will be supplied with the letter detailing each activity.

## Lunch

All children are required to bring a packed lunch to school each day. Please do your best to provide a balanced school lunch — crisps and snacks are fine, but please do not include sweets or fizzy drinks. There is refrigerated provision at school to accommodate the storage of packed lunches.

There are also microwave facilities available, so if you require any food to be warmed, please ensure it is in a suitable container with clear instructions. The children are provided with a piece of fruit at morning break and drinking water is available throughout the day. Reception children are provided with milk at morning break.

## Music

During class music lessons the children have the opportunity to sing and use their voices, and play and experience a range of musical instruments.

Individual instrumental tuition with Michelle Oldfield, our peripatetic music teacher, is also available to the children. Mrs Oldfield has significant experience in music across a range of primary schools. She teaches students the rudiments of music, music theory and encourages students to enjoy playing an instrument and develop a love of music. She has taught various music groups, including recorders and percussion, at Notts Performing Arts — a music school run by the Nottinghamshire County Council. In addition, she prepares students for ABRSM (Associated Board of the Royal Schools of Music) exams, performances and music competitions.

Mrs Oldfield currently offers individual tuition in piano, flute, guitar, saxophone and clarinet. This tuition takes place during the school day on a Wednesday, however as Mrs Oldfield is a private tutor, this is arranged on a one-to-one basis and at an additional cost. Please contact the school office for further information.

## Newsletter

This is compiled regularly by the Head Teacher and the Office Manager and emailed to parents. Copies are available on the school website.

## Office

The school office is open during the following hours in term time:

**Monday and Friday: 8:00am–5:00pm**

**Tuesday, Wednesday and Thursday: 8:00am–5:30pm**

The Head Teacher, the Deputy Head and the Office Manager will make every effort to keep in touch with parents concerning the general running of the school. Parents will be provided with general correspondence (newsletters, school holiday calendars, information about school trips and visitors etc.) via the office email **office@colstonbassettschool.com**. Please do not hesitate to contact the school directly on this email if you have any queries.

If you wish to speak to the Head Teacher or another member of staff during the school day, you can telephone the office line **01949 81955** — if the office is unattended, an answer phone will be switched on.

Please do not telephone the office at weekends or during school holidays. Should you require any urgent information out of school hours, please contact the Head Teacher, the Deputy Head or the Office Manager on the above email who will get back to you as soon as possible.

## Parents' Appearance at School Events

Parents are warmly invited to all school concerts, plays and other events as shown in newsletters or by email.

## Parents' Association

The team of parents who make up the Colston Bassett School Parents' Association have contributed extensively over the years, organising many successful fundraising events. Funds raised are used to improve equipment and resources to enhance the children's education and the school facilities. The Association is open to all parents and we encourage you to join and contribute your skills and expertise and get involved in our fundraising events and activities. If you have any information, news or ideas you wish to contribute, please contact the school office.

## Parents' Meetings

Formal parents' meetings are held termly. These meetings are not compulsory, however they are a good opportunity to meet with the Head Teacher and/or your child's class teacher to discuss progress. Letters will be sent out each term to give parents a chance to book appointments with whoever they wish to see. It is very much the case, however, that if you wish to see any teacher at any time during the school year, you only have to telephone or email the office to book an appointment and this will be arranged as early as possible.

## Parent Information Board

There is a notice board on the school drive which contains general information such as the school calendar and any relevant news for parents. This is updated regularly.

## Parking

The Martin's Arms public house car park is available for parents to park their vehicles when dropping off/picking up children each day. We would encourage parents to use this car park at all times to avoid congestion on School Lane.

If parents choose to park their vehicles on School Lane instead of the Martin's Arms car park, may we politely request that they please be courteous and avoid obstructing access to or turning around in residents' driveways. Parents must also avoid parking on the yellow zig-zags outside the school gates. Thank you.

## Pastoral

The school uses the following procedure to ensure that all pupils enjoy their school life. If on a rare occasion a child may have a worry, the following points should be followed:

- The teaching staff always remind the children that if they have any worries or problems at school, they should tell their teacher straight away. The matter can then usually be dealt with immediately.
- Could parents please reiterate to their children the importance of telling a teacher immediately if they are worrying/unhappy about anything. Worries can become more of an issue if they are not addressed promptly.
- Contact your child's class teacher if necessary. If the concern is not resolved, please make an appointment to speak to the Head Teacher.
- Out of school issues are not the responsibility of the school and the teaching staff cannot resolve these. Parents should intervene themselves in these cases (i.e. incidents at birthday parties etc).
- The school takes a strong approach to discipline, behaviour and good manners. The Ofsted Inspector made particular comment in December 2023 about the 'outstanding behaviour' of the children at Colston Bassett School. We are also very proud to inform parents that the children represent the school impeccably when out of school on educational visits. Comments are often made by teaching staff from other schools and the venue staff themselves, who commend the children highly for their excellent behaviour and manners.

It would be most helpful if parents could inform school of any problems at home (e.g. bereavement, family issues/illness, new baby etc.) which may affect your child's welfare.

## Photographs and Videos

A whole-school photograph is taken each academic year, along with individual photographs of the children or family groups. The company we use is 'Memory

Box Ltd'. Day-to-day photographs and occasionally video recordings are used in the children's workbooks, for display purposes and for promotion materials such as our school website, prospectus, the local press and social media.

We ensure that any photographs or recordings taken of children in school are only done with prior written permission from parents — we obtain this when each child is registered. If a parent is not happy about one or more of these uses, we will respect their wishes and find alternative ways of recording their child's work/learning.

## Pick-up and Drop-off Routines

A member of staff is on duty in the playground from 8:30am each morning should you wish to drop your child off at this time. Earlier provision can be arranged on special request. The school bell is rung at 8:45am when all children need to line up in their classes. The teaching staff will then take their classes into school for registration via the side door. Children are handed over to parents and carers at 3:45pm from their respective classroom doors at the end of the day (please check with the office if you are unsure which door to use).

The side gate is locked at 9:00am every day and it will be unlocked at 3:30pm to allow parents onto the school site for collection. Should you be arriving to drop off or collect your child at any other time during the day, please ring the bell on the gate to attract the attention of a member of staff, who will greet you at the gate and permit access. Parents are responsible for their children around the school at pick-up and drop-off times. Please inform school in advance if you have arranged for your child to be collected by another adult.

If a parent is running late, please contact the school as soon as possible to advise the staff — remember to use the office line 01949 81955. If no contact is made by a late parent, the following procedure will apply:

- Contact will be attempted by telephone to speak to the parent concerned. If no contact is made, the emergency contacts on the child information sheet will be used to ensure that the child is collected by an authorised person.
- The child will remain in the care of school staff who will attempt to make contact

with the parent every ten minutes for a period of one hour after the end of the school day. If after that time the school is unable to make contact, ultimately we will contact the Police and/or the Social Services to collect the child.

- The child will be kept at school until they are collected by an authorised person.

## Reporting

A written report on each child is completed towards the end of the Autumn and Summer Terms and is an honest assessment of a child's performance. If there are any queries arising from a report, parents are encouraged to contact the Head Teacher or reply in writing on the enclosed 'Parents Comments' form.

We also hold an Open Morning for parents during the Spring Term each year, giving parents the opportunity to spend a little time at school looking at their child's work and speaking to the staff team. The School Directors also attend this Open Morning.

## Senior Schools

Once pupils enter Key Stage 2 (i.e. Year 3 and beyond), discussions about possible senior school choices will take place, so that the school is aware of parents' plans for their child.

For parents considering a place at a Grammar school (The Kings School in Grantham for boys and Kesteven and Grantham Girls School), the school prepares children to take their 11+ examinations as a matter of course from Year 3 onwards.

Verbal Reasoning and Non-Verbal Reasoning lessons take place each week from Year 3 onwards, so that children are comfortable with this style of questioning by the time they reach the beginning of Year 6 when the 11+ examinations are taken. The school uses a selection of 11+ materials to support the children through this process and the Head Teacher will be pleased to discuss these with parents. Parents can always support their child at home with this material too.

For parents choosing independent senior schools, the Head Teacher will be pleased to speak to parents and will support any entrance examinations that may be required.

## Social Media

The school has both a Facebook page and an Instagram page, which we use as news feeds for parents so that everyone can enjoy an update of what has been going on at school. Social media also appears to be the new 'word of mouth', so we also use our pages as marketing tools to promote the school.

If you use Facebook and/or Instagram, we would greatly appreciate it if you could follow us or leave a recommendation:

Facebook: [facebook.com/colstonprepschool](https://facebook.com/colstonprepschool)

Instagram: [instagram.com/colstonbassettschool](https://instagram.com/colstonbassettschool)

Our latest Facebook and Instagram posts are also displayed on the home page of the school website under 'Latest Posts'.

## 'Starbooks'

'Starbooks' is a reward system we hold in school to encourage reading at home. To be a part of 'Starbooks', children in all classes are expected to read at home three times each week. A parental signature will be required in their reading records as proof of completion. Children will then be treated to a hot chocolate on a Friday once a month, but only if they have read at home three times a week and have the necessary proof in the lead up to this. Dates for the 'Starbooks' sessions will be emailed to parents in advance and they will also be on the calendar on the school website.

## Trips and Visitors

School trips and invited guests are a regular feature of our school year. They play an important part in enhancing the children's learning and understanding of topics and stimulating their interest by providing them with opportunities to engage in a range of activities which they cannot always gain in the classroom. Parents are advised about planned trips and visitors in newsletters and a letter will also be sent out in advance informing parents of the date, time, cost and any other useful information relating to the activity. More information can be found in our Off-Site Activities Policy.

# Uniform

The school uniform is compulsory and consists of:

## GIRLS' UNIFORM

### Winter

- Navy blazer with school badge
- School tie in navy and gold stripes
- White long-sleeved blouse
- Navy cardigan with school badge
- Grey pinafore
- Grey tights
- Navy winter coat
- School knitted scarf
- Navy wool hat with school badge
- Black shoes

### Summer

- School summer dress
- White socks
- Navy rain jacket
- Summer hat with school badge
- Black shoes/sandals

## PE UNIFORM

- White polo shirt with school badge
- Navy sweatshirt with school badge
- Navy shorts
- Navy jogging bottoms (winter)
- White sport socks
- Black Velcro plimsolls
- Navy gym bag with school badge

## BOYS' UNIFORM

### Winter

- Navy blazer with school badge
- School tie in navy and gold stripes
- White long-sleeved shirt
- Navy pullover with school badge
- Grey trousers
- Grey socks
- Navy winter coat
- School knitted scarf
- Navy wool hat with school badge
- Black shoes

### Summer

- Grey shorts
- White short-sleeved shirt
- Navy rain jacket
- Summer hat with school badge
- Black shoes

School ties, navy wool hats and navy gym bags are available to purchase from school.

All children will also require some white outdoor trainers and a separate pair of outdoor shoes, such as wellington boots, to remain in school during term time. All items of clothing must be clearly named.

All uniform is supplied by Schoolwear Solutions Ltd. Please use the following link to order uniform online:

[schoolwearsolutions.com/our-schools/colston-bassettpreparatory-school](https://schoolwearsolutions.com/our-schools/colston-bassettpreparatory-school)

Uniform can also be purchased and badged garments ordered at the Schoolwear Solutions shop:

**116–118 Bramcote Avenue**

**Chilwell**

**Nottingham NG9 4DR**

# Website

The school's website is updated frequently, containing most information parents might require — **colstonbassettschool.com**. The website contains a variety of useful information for parents, such as important upcoming diary dates, a list of school uniform, term dates, the school calendar, newsletters and a selection of policies and procedures available to download.

# Weekly Awards

To motivate the children, we have a 'Weekly Award' system. One child from Reception and Key Stage 1 combined will be chosen to be 'Star of the Week' and one child from Key Stage 2 will be chosen to receive the 'Merit Award'. These awards, which are small trophies, will be given to children who have worked particularly well. We also have a 'Sheep of the Week' award (a toy sheep) for a child who demonstrates particular kindness, an 'Eli's Eco Warrior' award (a toy elephant called Eli) for a child who has been particularly eco-friendly, a 'Handwriting Award' for a child who has worked particularly hard on their handwriting, and a 'French', 'Spanish', 'Music', 'Karate' and 'Sports Person' Award for a child who was worked particularly hard in these weekly

respective lessons. All these awards will be presented during assembly each Friday. The winners can take their awards home for one week, however they will then need to return them to school the following Friday so they can be presented to somebody else.

A child may also be nominated by a member of staff to receive a Head Teacher's Award for hard work or helpful behaviour within the school.



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**Directors:** Mr J Miller | Mrs E Miller • **Head Teacher:** Mrs C Newcombe BSc(Hons) Grad CIPD, GTP • **Deputy Head:** Mr D Deach BA(Hons) EdStud P

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COLSTON BASSETT SCHOOL LIMITED • REGISTERED IN ENGLAND NO 6077784

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