# Long Melford CE Primary School and Nursery

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**www.longmelfordprimaryschool.co.uk**

# PROSPECTUS

## 2026 - 2027

St Edmundsbury and Ipswich
Diocesan Multi Academy Trust

**Information for parents**

**Dear Parents**

Welcome to Long Melford Church of England Primary School!

Long Melford is a warm and friendly school where we aim for every individual to feel happy, secure, challenged and valued, and where the exciting journey to become a life-long learner begins.

At Long Melford we aim to make a difference by working in partnership with families and the community to cultivate a love of life and learning in all our children.

We strive to make learning fun and a natural part of life for our children. We want children to become confident and independent learners with an enquiring mind and to develop as individuals to their full potential.

We believe that children should be encouraged to develop positive, caring attitudes towards themselves, each other and the wider community of which they are part. We work together to create a school where positive behaviour is encouraged and all are treated with respect, understanding and sensitivity.

Staff, children, parents and governors are proud to be part of Long Melford. We have high expectations and seek to build on our successes in our quest for continuous improvement.

This prospectus offers an introduction to Long Melford CE Primary School and Nursery and the experiences that we offer our children. Therefore, I would like to extend a warm invitation to you and your children to visit our school and to see the children at work and at play for yourselves.

Yours sincerely,

Mrs Amanda Woolmer
Executive Headteacher








# Our School

Long Melford Church of England Primary School was built in 1974 and is a semi-open plan design.

The school serves the village of Long Melford which enables our children to take advantage of the picturesque and historically rich surroundings.

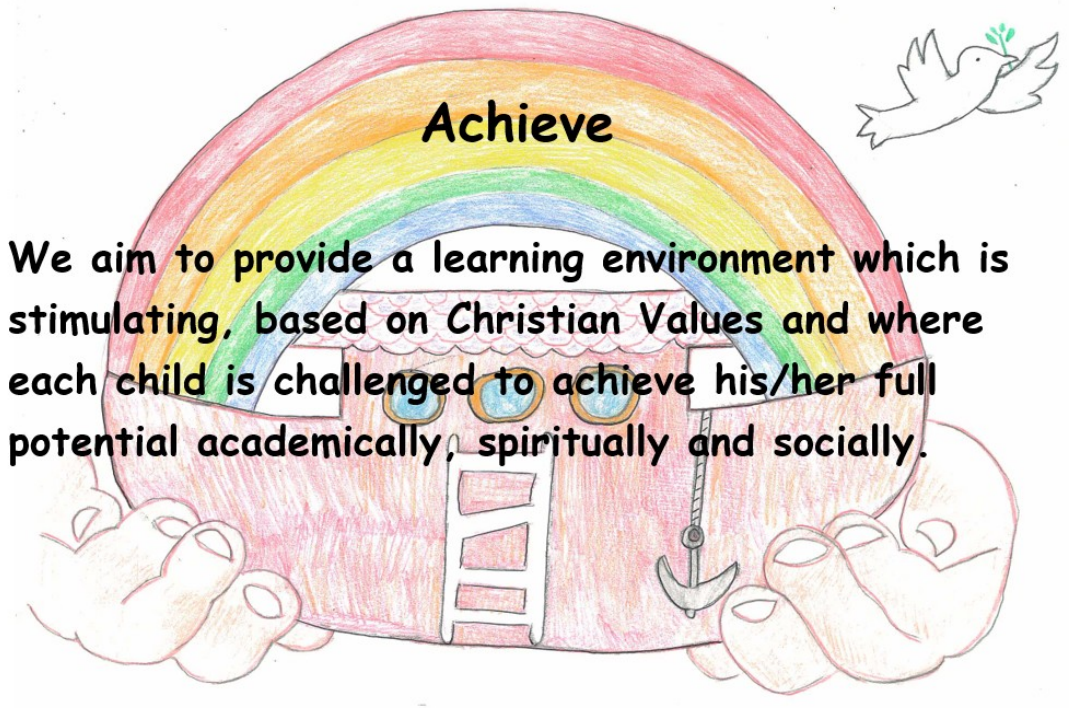
We welcome our children from both the surrounding area and further afield. The age range of the school is from 3 to 11. Currently there are seven classes and a nursery within the school.

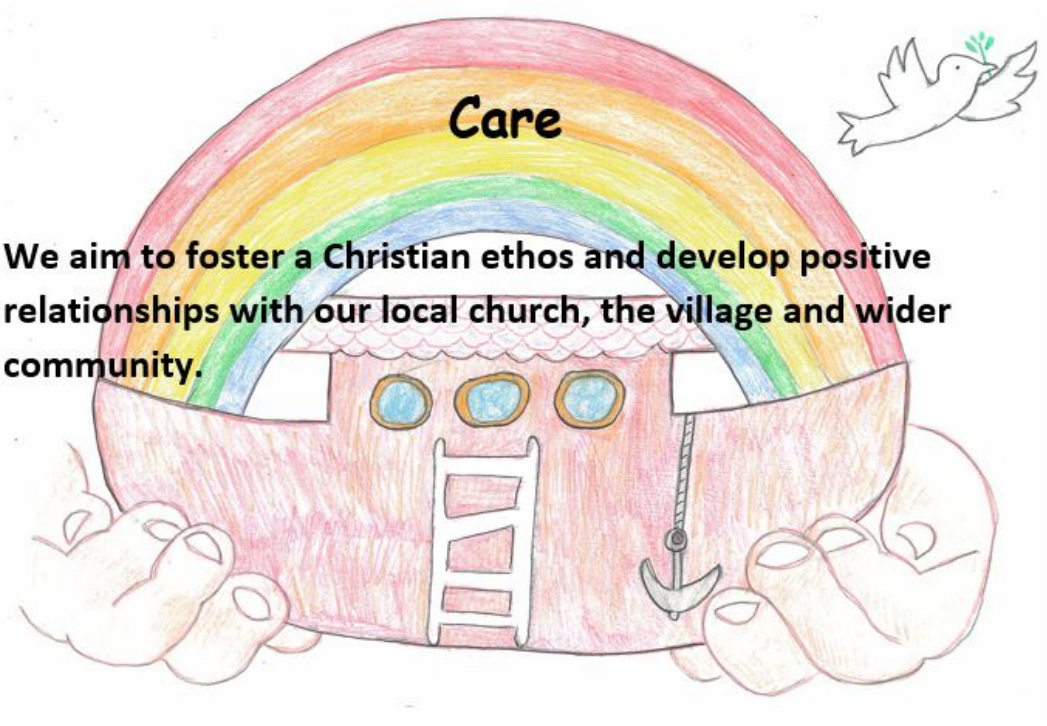
**Our Vision and Ethos**

Long Melford Church of England Primary School is a warm, caring school, that is underpinned by a strong Christian ethos. We are one large family. All members of our school family are valued and respected.

Our Vision and Ethos are based on Noah's Ark. They are Include, Achieve and Care.





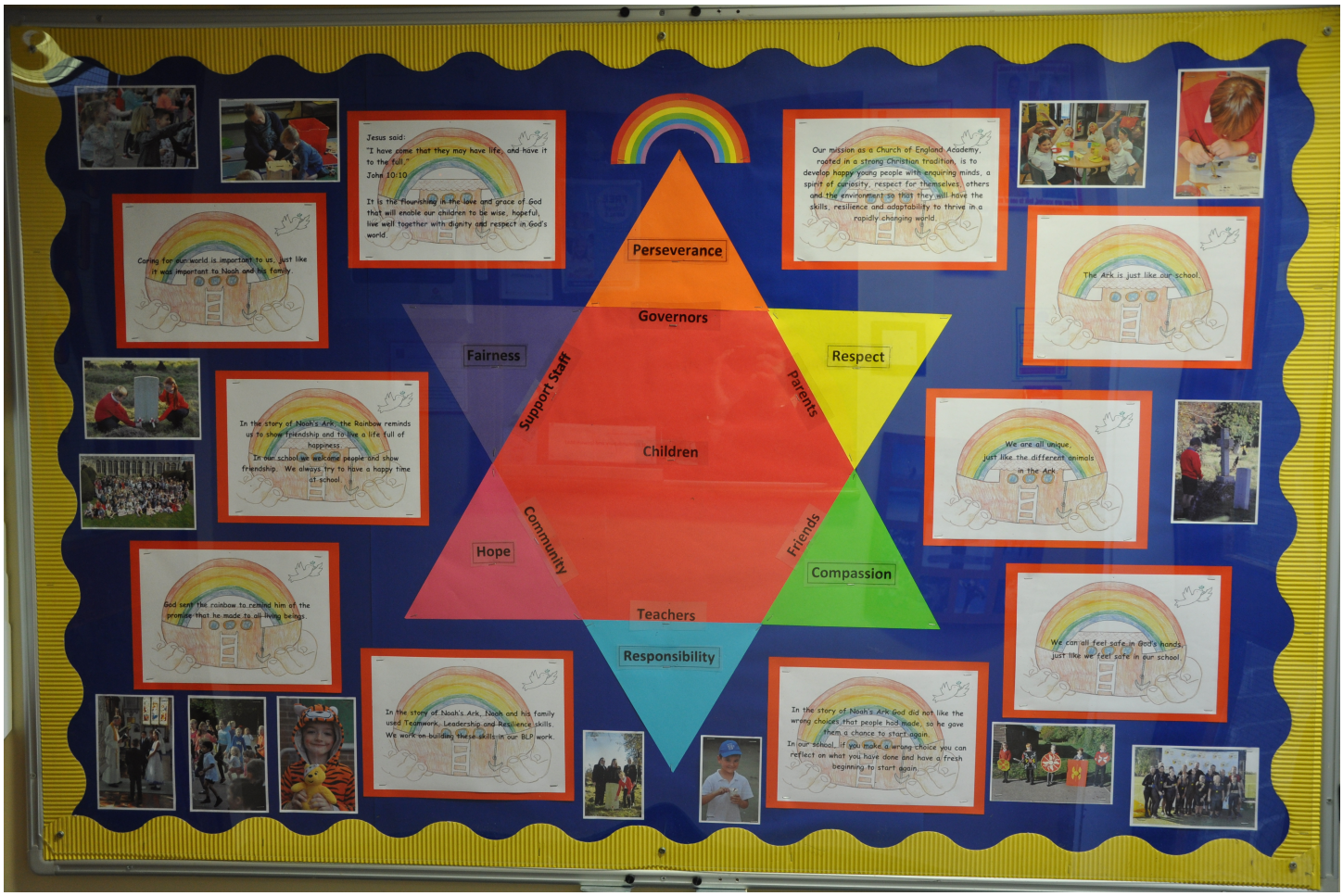

When we think of Noah's Ark we think of the Rainbow and God's everlasting Covenant. It reminds us to show friendship, to be wise, hopeful and to live well together with dignity and respect.

Jesus says:

"I have come that they may have life, and have it to the full."

John 10:10

Our Vision Star shows that everything that we do ensures that our children are given the opportunities to flourish.




Around the edge are our Christian Values that underpin everything that we do: Perseverance, Respect, Compassion, Responsibility, Hope and Fairness.

The colours used in our Vision Star are the colours of the Rainbow, the everlasting covenant between God and all living things.

**Christian Values**

We believe that our Christian Values such as respect, compassion, fairness, hope, perseverance and responsibility underpin our day to day teaching and learning, as we continually strive for improvement and progress.

## A Church of England Primary School



Long Melford is proud to be a church school and works closely with Holy Trinity Church.

Rev'd Matthew Lawson comes in to school regularly to lead Collective Worship and to visit the classes. He is often joined by Mrs Pam Tonks, the Church Family Support Worker, who is well known to our school and our families. Pam has worked to develop links between our school and Holy Trinity Church such as Messy Church which is held on a Sunday afternoon each half term.

Rev'd Lawson welcomes us to the Church regularly for services such as Harvest Festival, Remembrance Service, Christmas Carol Service, Easter Service and our Leaver's Service. He also helps to enrich our RE curriculum by holding special services for our children, for example weddings and christenings. In 2023, we celebrated King Charles III Coronation by holding our own Coronation Service. Rev'd Lawson took the role of the Archbishop of Canterbury!

St Edmundsbury and Ipswich
Diocesan Multi Academy Trust



On 1st September 2016 the school became an Academy and is part of the Diocese of St Edmundsbury and Ipswich Multi Academy Trust. We are currently working in a group of twenty-one schools who are all committed to working together in order to share expertise and outstanding practice that will strengthen our schools and raise standards. All the schools within our Multi-Academy Trust are united by a common ethos and determination to provide the best possible learning opportunities for our children.

Information about the Multi-Academy Trust can be found at www.cofesuffolkmat.org

# Curriculum

Our aim is to provide our children with an engaging, exciting and empowering curriculum that equips them for today and tomorrow.

At Long Melford Church of England Primary School the curriculum is designed to:
– recognise children's prior learning,
– provide first hand learning experiences,
– allow the children to develop interpersonal skills,
– build resilience and become creative, critical thinkers.

Every child is recognised as a unique individual. We celebrate and welcome differences within our school community. The ability to learn is underpinned by the teaching of basic skills, knowledge, concepts and values with a vision to prepare them for life beyond primary school. We constantly provide enrichment opportunities to engage learning. We believe that childhood should be a happy, investigative and enquiring time in our lives, where there are no limits to curiosity and there is a thirst for new experiences and knowledge.

Underpinning everything we do are our focus on vocabulary, BLP (Building Learning Power), our Christian and British Values, as well as life skills. Our aim is to ensure that our children have the resilience to overcome barriers, are equipped to be effective learners and have the social skills to be valuable and caring members of the community.

Our curriculum is driven by 'Big Ideas' rather than subject content. By leading pupils to consider the context in which they will use their understanding, concept-based learning brings real world meaning to content, knowledge and skills.

Children leave Long Melford Church of England Primary School with a sense of belonging to a community where they have the confidence and skills to make decisions, self-evaluate, make connections and become lifelong learners.

**Early Years Foundation Stage Curriculum**

At Long Melford we believe that our youngest children require a curriculum specifically tailored to their needs and experiences, as is reflected in the Early Years Foundation Stage curriculum document. Adults use ongoing assessments to make sure that we meet all the children's needs. Assessment information is used to provide children with activities that develop their learning and are challenging and engaging.

The curriculum for the Foundation Stage underpins all future learning and is organised in the following areas of learning:

- Personal, social and emotional development.
- Communication, language and literacy.
- Problem solving, reasoning and numeracy.
- Knowledge and understanding of the world.
- Physical development.
- Creative development.

The children in our Nursery and Reception areas make up our Early Years Foundation Stage. They have their own inside and outside learning areas that are separate to the rest of the school. In partnership with parents, we develop children's learning and skills through following their interests and allowing children the freedom to investigate the world around them.

Children can join the Nursery in the term after their third birthday. They start Reception in September of the academic year in which they turn five.

**Key Stage 1 (ages 5–7) and Key Stage 2 (ages 7–11) Curriculum**

The most time is devoted to the three core subjects:

- **English** – Our aim is for all pupils to enjoy language and use it as an effective tool for communication. We develop skills in speaking and listening, reading and writing, including spelling and handwriting. Children are encouraged to share and enjoy books and to read at home.
- **Phonics –** in Key Stage One, children are taught daily phonics sessions to be ready for the Year One Screening Check. We use the revisit/review, teach, practice and apply planning scheme, alongside using the Little Wandle Letters and Sounds schemes.
- **Mathematics** – Our goal is for children to enjoy maths and become confident in acquiring knowledge, skills and understanding processes. We encourage the children to use a variety of approaches, including using practical, investigative problem solving and reasoning methods. We are a Maths Mastery School.
- **Science** – We endeavour to stimulate the spirit of enquiry in our children and develop the scientific skills of measuring, observing and predicting. This leads on to planning, recording and drawing conclusions from practical investigations.

All pupils also receive regular lessons in design and technology, computing, history, geography, art and design, music, and physical education. In addition, there are lessons devoted to religious education and personal, social and health education (PSHE).

Specific lessons on relationships and sex education and the development of puberty are provided for all Year 5 and Year 6 pupils. Parents and carers are invited to a meeting about the programme of lessons and they have the right to withdraw their children from these lessons. Such requests should be made, in writing, to the head teacher.

All our children enjoy learning a modern foreign language. The main language taught at Long Melford is French.

We value the expressive arts of music, art, design, drama and dance and give many opportunities for children to develop their own creativity and appreciate the creativity of others.

More details about our curriculum along with progressions for each subject can be found on the school website.



**Educational visits**

Every child has the chance to participate in a range of educational visits during the year. These visits are closely linked to the curriculum and parents are asked to sign and return a permission slip for all activities taking place off the school premises. A longer residential visit is organised for pupils in Year 6.

For some activities, including school visits, we may have to ask parents for a voluntary contribution towards the cost. It is our policy not to exclude any pupil from such activities for financial reasons. We reserve the right to cancel certain activities if costs are unlikely to be covered.

# Safeguarding, Behaviour and Wellbeing

We have high expectations of children's behaviour. Good behaviour is essential for effective teaching and learning to take place. Pupils benefit from an environment that is safe, respectful, peaceful, fair and forgiving. Positive behaviour is reinforced through praise and rewards and reference to our Christian values. Please refer to our Behaviour and Anti-Bullying policies for more information.

Your child's wellbeing is important to us! There is a strong emphasis at Long Melford on looking after children's personal and emotional needs. We have a member of staff who is a trained Emotional Literacy Support Assistant (ELSA) and another who is a trained Thrive Lead Practitioner. All of our Learning Support Assistants are trained to be able to carry out Thrive activities

Further information about Safeguarding and our procedures can be found in our Safeguarding Policy, which is published on the school website. Parents can request a paper copy of the Safeguarding Policy from the school office.



# Religious Education and Collective Worship

R.E in the school curriculum is an acknowledgement that spiritual development is part of the essential growth of every child. An understanding of the six basic religions will help children to develop a better appreciation of themselves, the people around them, and the world in which they live. In this Church school our role as Teachers is to ensure that all our teaching is
founded on the Christian tradition. We are a Christian community in which Christian values and behaviour are exemplified and expected. We concentrate on the teaching of Christianity before other faiths, and each Attainment target is taught in respect of Christianity. We learn both **about** R.E. and **from** R.E. We also focus on a specific Christian Value each half term.

Our aims at Long Melford for the teaching of R.E. are to help the children to understand the nature of religious belief, the development of religious faith, and living in a religious community. Positive values such as tolerance, compassion, integrity and honesty, together with a regard for the truth and reason in respect

of self and others, are encouraged. The children are helped to search for their own meaning, purpose and values in life.

We encourage awareness, understanding and knowledge of Christianity at Key Stage 1 by introducing Bible stories, and by using appropriate resources which promote opportunities for discussion. Children are also introduced to Judaism and Islam.

At Key Stage 2 awareness, understanding and knowledge of Christianity, Judaism and Islam are increased through cross-curricular work, again using appropriate resources, and Sikhism, Hinduism and Buddhism are introduced. The emphasis though is still on the Christian tradition. At both Key Stages links are made with the P.H.S.E and Multicultural Policies.

**Collective Act of Worship**
Collective worship takes place every day. It is at the heart of our school day and everything we do. We follow the 'Values for Life' programme and each half term there is a value linked to our collective worship, which impacts everything we do at school.

**Parents may, if they wish withdraw their children from the arrangements for worship and religious education. Such requests should be made direct to the Headteacher in writing.**



# Children with Special Educational Needs and Disabilities (SEND)

At Long Melford CE Primary School there is an expectation that all children, regardless of their specific needs, should be offered Quality First Teaching. This will enable them to make the best possible progress and will ensure that they feel they are valued members of the wider school community.
Long Melford is an inclusive school offers a range of provision to support children with a variety of needs. Our experienced SENCo, works closely with parents, teachers, Learning Support Assistants and external agencies.
The range of support deployed will be tailored to individual need following thorough assessment by internal or external agencies. The support is designed to promote children working towards becoming independent and resilient learners.

More information can be found on the school website - SEND Local Offer

In the case of children who are more able every effort is made to ensure they are effectively challenged.

Inclusion is very important to our school and we make every effort to ensure the curriculum is accessible to all, regardless of gender, race or disability.

The school has ramps at entrances allowing easy access for children in wheelchairs. The school building is on one level and again is suitable for children in wheelchairs.

A copy of the school's Special Educational Needs Policy and our policy for Able, Gifted and Talented pupils can be found on the school website.



# School Uniform



The school's colours are **Red, White and Grey or Black**.

**School uniform**

- Grey/black skirt, pinafore dress or trousers (short or long trousers)
- Red gingham dress
- White, red or grey open necked polo shirt or blouse.
- Red jumper, sweatshirt or cardigan.
- Grey tights or grey / white socks.
- Dark shoes.

For PE lessons, children wear black shorts with a plain, red t-shirt. During winter, children may wear a tracksuit or a warm sports top and trousers for outdoor PE lessons. Trainers can be worn for outdoor PE. **Kit must be sent to school in a named drawstring bag**.

**Items showing the school logo can be obtained online through the links on our school website. We currently use the My Clothing Embroidery Uniforms.**
**https://www.myclothing.com/direct/long-melford-church-of-england-primary-school/16097.school**

Only studs or sleeper earrings are allowed to be worn whilst in school. No jewellery should be worn during physical activities, including watches. Any earring studs should be taken out.

Children's hair should be tied back when it is a suitable length, e.g. shoulder length. It must always be tied back for physical activities.

Children should wear flat, dark shoes to school. Children should not wear open-toed sandals whilst in school.

# Extra-Curricular Activities

We organise a variety of enrichment activities, such as choir, dance club, football club, games club, book club, tag rugby and forest school club.
There are opportunities for children to have lessons in guitar and the keyboard.
We take part in sporting competitions and festivals with local schools and there are opportunities for extra sports coaching after school.
The curriculum is supported by educational visits to a range of exciting destinations. The children in Year 6 go on a residential trip during the year, which helps them to develop good team skills and independence.



# Wrap Around Care – Rainbow Club

Rainbow Club is part of the extended school day, providing support for parents from 7.30 am to 6.00 pm. It is run by school staff and is open on every day that is a school day.
Rainbow Club is open to children from Nursery through to Year 6.

Booking and payment is carried out through our MyChildAtSchool app. Parents are sent links for the app when their children join the school.

Rainbow Club can be contacted at Rainbow.Club@longmelfordprimaryschool.co.uk

**Free Breakfast Club**

From April 2025, our school was chosen to be one of the schools that deliver a **free** 30-minute Breakfast Club between 8.10am and 8.40am. All children who are in our Reception Class or above are eligible to attend the free club. Breakfast is supplied as part of this club.

**Rainbow Breakfast Club for Reception to Year 6**

The sessions will run from 7.30am to 8.10am. From 8.10am there will be no charge and your child will be able to have a free breakfast.
The cost for the sessions is £2.25.

**Rainbow Breakfast Club for Nursery**

The sessions will run from 7.30am to 8.40am.

The cost for the sessions is £4.00 for a session including Breakfast and £3.45 for a session without Breakfast.

Breakfast

•There will be a choice of cereals, fruit, yoghurts, toast with healthy spreads and also milk/orange or apple juice to drink.
•Due to health and safety, your child will not be allowed to bring their own food to breakfast club. We are a nut and pineapple free school and we do have children with other allergies and intolerances. Thank you for your understanding in this matter.
•If your child has a special dietary requirement, there will need to be a consultation with Mrs Woolmer
•All children requiring breakfast must be in club no later than 8.30am.

**Rainbow After School Club**

The sessions for the After School Club have been divided into three parts and there is a charge for each part. This means that if your child wishes to attend a school club, eg Book Club, but you are unable to collect him/her until 6pm, they can be taken after Book Club to the After School Club but you will only be charged from 4.15pm—6.00pm.
The charges are:
3.15pm —4.15pm £3.45
4.15pm—5.15pm £3.45
5.15pm—6.00pm £2.30

During the 3.15pm to 4.15pm session each day a snack is served. The snacks will include toast, crumpets, cheese and biscuits, crudities and dips and mini sausages.

Children who attend a school club between 3.15pm and 4.15pm, will have a snack at 4.15pm.



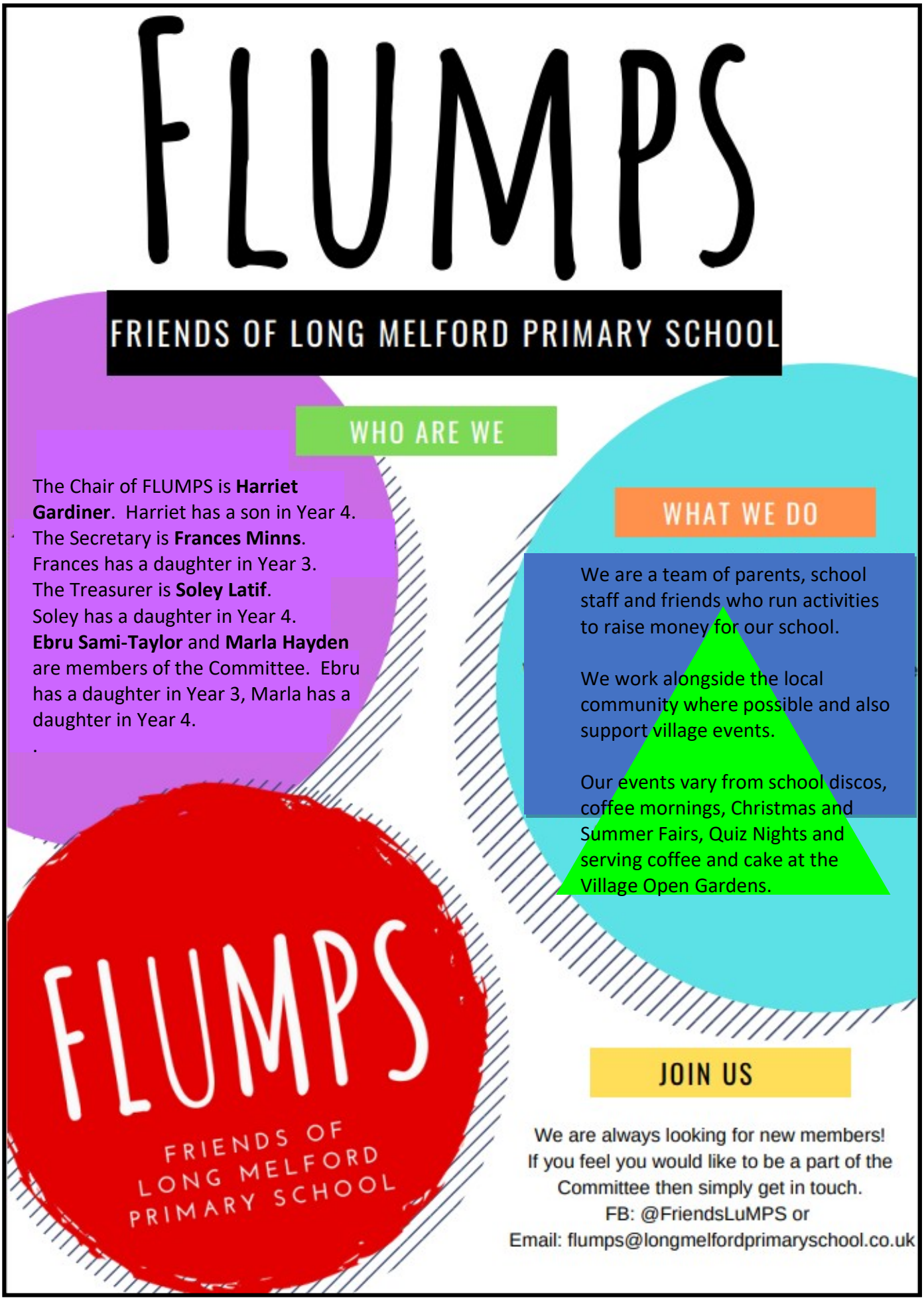
# Working in Partnership with Parents

At Long Melford, we aim to build strong relationship with parents.
A positive partnership between school and home is vital in raising pupils' aspirations and attainment. In addition to parents' consultations and sending home reports, we strongly encourage parents to help in class as volunteers.

Throughout the year, we are introducing and developing a range of activities so children can share learning experiences and methods with parents. There are after-school 'open classroom' sessions when parents can meet teachers informally and look at children's work. Also, parents are invited to a parent events once every term, in which we share pupils' work.
Parents' views are important to us! We use surveys and meetings to give parents opportunities to reflect on school life and contribute ideas.

Each term, teachers produce knowledge organisers and a sheet for parents, which are published on the website and sent home. We are producing guides for parents to help them support their children in maths, reading and with homework. Our newsletter, secret-group Facebook Page and website are useful ways to share information with parents and celebrate the children's learning! Teachers lead their class out at the end of each day and this is a good opportunity to talk to parents informally. The school uses emails, letters and text messages to keep parents informed.






The Friends of Long Melford Primary School (FLuMPS) are a dedicated team of parents who organise special events, such as discos, hang outs, quizzes and Christmas and summer fetes.

Not only do they raise funds for the school, but arrange social events that are also an essential part of the school community.

We encourage all parents to get actively involved! You do not have to attend every meeting – just be able to help at or before the events that take place.

FLuMPS have their own Facebook Page that you can use to keep up to date with their plans, appeals and arrangements.

# Local Governing Body

Long Melford CE Primary School is part of the Diocese of St Edmundsbury and Ipswich Multi Academy Trust. The trust contains a growing number of schools each of which is run by their own Local Governing Body (LGB).

The Local Governing Body works with the Head Teacher, School Leaders and the MAT Board to ensure pupils get the best education the school can provide.

**Composition of the Local Governing Body**

The Local Governing Body is made up of 9 members:

- Two Parent Governors - elected by parents, approved by the MAT
- One Staff representative - elected by school staff, approved by the MAT
- Four Diocesan Governors – appointed by the MAT, one of whom is recommended by the Parochial Church Council. (PCC)
- Additional Governors – appointed by the MAT for specific reasons/terms of office. For example, to give additional capacity or knowledge to the Local Governing Body.
- The Headteacher and Incumbent (Vicar) are ex-officio which means they are members of the Governing Body because of the positions they hold within the school and community.

**Responsibilities of the Local Governing Body**

The Governing Body of a school is responsible for ensuring that it is run to promote pupil achievement. Its duties include:

- Setting the school's strategic direction, objectives and policies.
- Approving the school budget and ensuring the school spends its funds taking regard of the MAT financial regulations and procedures.
- Reviewing progress against the school's strategic direction, objectives, and budget.
- Providing challenge and support to the Head Teacher

**Minutes**

Parents are welcome to read the non-confidential minutes of Local Governing Body Meetings, they are available from the School Office.
The Local Governing Body meets every six weeks. The Governors are also expected to visit the school in order to monitor school improvement between meetings.

**Local Governing Body September 2026**

| | |
|---|---|
| **Chair** | Mrs Cheryl Morgan **(Diocesan Governor)** |
| **Headteacher** | Mrs Amanda Woolmer |
| **Incumbent** | Rev'd Matthew Lawson |
| **PCC Governor** | Mr John Watts **(Vice-Chair)** |
| | Ms Abi Osborne |
| **Diocesan Governors** | Mr Christopher Badger |
| | Mr Andrew Blit |
| **Parent Governor** | Mr Ricky Lang |
| | Mrs Hannah Gardner |
| **Staff Governor** | Mrs Anne-Marie Russell |
| **Co-opted Governors** | Mrs Lynn Turner |
| | Mr Andrew Etall |

# Attendance

As a school we aim to:

- Maintain an attendance rate of a minimum of 95%
- Maintain parents' and pupils' awareness of the importance of regular attendance.

Good attendance is important because:

- Statistics show a direct link between under-achievement and poor attendance
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines and school work easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders have an easier transfer to secondary school

As a parent you can help us by:

- Ringing on the first morning of all absences with the reason and saying when the child will return. The telephone number is 01787 379929.
- Arranging dental and doctor's appointments out of school hours or during school breaks
- Sending in a note explaining the reason for absence on your child's return to school after an illness
- Keeping us updated by telephone or letter if your child has an extended period of absence due to illness

We shall:

- Follow up unexplained absences by phone calls and letters as soon as possible
- Remind parents of the importance of regular attendance and punctuality in newsletters, the school prospectus and the Home-School agreement
- Publish our attendance rate on the school website
- Acknowledge and reward good attendance
- Publish your child's attendance rate on her/his annual school report
- Let you know if we have concerns regarding your child's attendance
- If we continue to have concerns make a referral to the Education Welfare Officer

Each year we publish our school attendance figures on our website.

**Authorised Absence**

Some absences are allowed by law and are known as “authorised absences”. For example: if a child is ill, family bereavement, religious observance.

We realise that there are rare occasions when there might be a particular problem that causes your child to be absent. Please let us know and we shall try to deal with it sympathetically.

**Unauthorised Absence**

There are times when children are absent for reasons, which are not permitted by law. These are known as “unauthorised absences”.

Examples of unauthorised absence are:

- Waiting on a delivery
- Going shopping or for a hair cut
- Going for a family day out
- Because it is your child’s birthday
- Sleeping in after a late night
- Unapproved holidays
- Where there is no explanation for the absence or where the explanation or reason for the absence is considered unsatisfactory.

Unauthorised Absences have to be reported to the Local Authority. The EWO (Education Welfare Officer) may contact you and consider taking legal action against you if your child has unauthorised absences.

**Punctuality**

- The school doors open at 8.40 am. Morning registration is at 8.55 am. This is the time your child must be in the classroom, so you need to ensure your child is coming through the school gate by 8.50 am.
- ✓ It is important to be on time as the first few minutes of the school day are often used to give out instructions or organise schoolwork for the rest of the day.
- ✓ If your child misses this short but vital session, their work for the whole day may be affected. Late arrivals are disruptive to the whole class and often embarrassing for your child. We take the view there are no late children, only late parents!
- ✓ Arrival after the close of registration (9.30 am) will be marked as unauthorised absence in line with the Department for Education guidance.
- ✓ We will let you know if we have concerns about your child’s punctuality.
- ✓ Children who remain uncollected at the end of school time will be referred to a place of safety if not collected or the school contacted by school closing time.

**Term Time Leave of Absence**

As from 1st September, 2013 the Education (Pupil Registration) (England) Regulations 2006 have been amended.

All references to family holidays and extended leave have been removed, together with the right for parents to apply for up to 10 days leave of absence. Therefore, the school will no longer be permitted to grant leave of absence during term time, unless there are exceptional circumstances.

Taking your child out of school during term time could be detrimental to your child's educational progress. A pupil who takes 10 days absence will only reach 94.7% attendance in the year. 10 days absence also means the pupil will miss 50 hours of learning.

Registers are completed by 9.15am and 3.00pm. Any child who is not in school during registration will be marked as absent.

**If the absence is not authorised and the holiday is taken the case will be referred to the Education Welfare Service which could result in a penalty fine.**

Please remember that the more time your child misses from school, the more difficult it is for them to catch up with their work. Valuable learning time is lost. A good understanding of the work can only take place when the pupil is in the classroom

Any child whose attendance falls below 90% is considered to be a 'persistent absentee'.

# Admissions

Long Melford CE Primary School does not have a specific catchment area and we welcome children from all surrounding areas.
We are always pleased to meet new parents and children and recommend arranging a tour of the school prior to making an application.

Please telephone the school office (01787 379929) in order to arrange a tour of the school with the Headteacher. This will give you the chance to experience the school's atmosphere and ethos and to see the school in action!
Further information about the school can be found on our website: www.longmelfordprimaryschool.co.uk

We operate a **Nursery** every day between 8:45am and noon and noon to 3.15pm. We offer funded sessions through the 15 hour and 30-hour funding schemes, but also offer parents extra sessions that they can purchase. Children are eligible to join the nursery in the term after they turn three. If parents wish to make an application for the **Nursery**, forms can be obtained from the school office. There are forms for the Local Authority and for the school. Both forms should be returned to the school office.

Children start **Reception** in September of the academic year in which they have their 5th birthday. Applications must be made by the closing date in January ready for the following September. Parents must apply for a place in **Reception** even if your child is in the Nursery. We recommend applying online at: www.suffolk.gov.uk/admissions, using the 'CAF 1' form. The Local Authority process **Reception** applications.
The Local Authority Admissions Team can be contacted on 0345 600 0981 if parents need further advice. Information can also be found in the 'Admissions to Schools in Suffolk' booklet, which is available in school as well as on the school website.

**In-year applications** for other year groups should be made on 'Form ADM1', which is available online on our own website – **Admission http://www.longmelfordprimaryschool.co.uk/admissions/4593449698** or from the school office. This form should be returned to the school office as we process our own in-year applications.

# Nursery

We operate a Nursery every day between 8:45am and noon and noon to 3.15pm.
Parents can choose to send their children to nursery for half day or whole day sessions.

We offer funded sessions through the 15 hour and 30 hour funding schemes, but also offer parents extra sessions that they can purchase.
We also offer parents of our nursery children access to Rainbow Breakfast Club and Rainbow After School Club. This supports working parents by providing support from 7.30am until 6pm. These sessions can be covered through the 30 hour Nursery Funding Scheme or can be purchased separately.

Children are eligible to join the nursery in the term after they turn three.

If parents wish to make an application for the Nursery, forms can be obtained from the school office. There are forms for the Local Authority and for the school. Both forms should be returned to the school office. Please telephone the school office (01787 379929) in order to arrange a tour of the school with the Headteacher. This will give you the chance to experience the school's atmosphere and ethos and to see the nursery in action!

# School Organisation

The School Day:
**8:40am** – The doors are opened and children can enter school. Morning activities are set for all children. From Year 1 to Year 6 these activities are often linked to the feedback from the marking of the work from the previous day.
**8:55am** – Registration
**10:20am – 10:35am** – Break time
**12 noon – 1:00pm** – Lunchtime
**2.45pm** – Collective Worship (assembly) – there is a strong emphasis on Collective Worship in the school. There is a focus on celebrating children's achievements during Worship once a week.
**3:15** – The school day ends.

Parents are asked to collect their children from their classroom doors at the end of the school day. Children in Y4 and above may walk home alone if written permission has been received by school from parents.

# Food in School

Currently we provide free pieces of fruit for children in Nursery, Reception, Year 1 and 2 which are usually eaten at break times. All other children are encouraged to bring a 'healthy' snack for playtimes such as fruit, dried fruit, bread sticks or a biscuit. All children should have a named water bottle (preferably clear) which is available to them all day.

Lunch is cooked and served at school by our school caterer, Vertas Eats. We have a choice of menu everyday: a meat or fish option, a vegetarian option, a jacket potato option or a cold 'pick and mix' option. All children are assisted in choosing a well-balanced meal.

The Children and Families Act 2014 placed a legal duty on all schools in England to offer a free school lunch to all pupils in reception, year 1 and year 2 from September 2014.

For children in all other year groups school meals are currently £2.50 per day**.** Payment is made through the MyChildAtSchool app. A link for the app is sent to parents when their child joins the school.

If you have paid for a school dinner but your child is absent later in the week, the money will be credited to your MyChildAtSchool account.

Your child will be able to get free school meals if you get any of the following benefits:

- ✓ Income Support
- ✓ Income based Job Seeker's Allowance
- ✓ Income related Employment and Support Allowance
- ✓ The Guarantee element of Pension Credit
- ✓ Child Tax Credit as long as you do NOT get Working Tax Credit and your taxable income is less than £16,190
- ✓ If you are supported under Part IV of the Immigration and Asylum Act 1999
- ✓ Working Tax Credit during the four-week period immediately after your employment finishes or after you start to work less hours per week
- ✓ Universal Credit (provided you have an annual net earned income of no more than £7,400 (£616.67 per month), as assessed by earnings from up to three of your most recent assessment periods).

To claim free school meals you need to contact Free School Meals at West Suffolk House on Tel 01284 758883 or go to https://www.suffolk.gov.uk/children-families-and-learning/schools/school-meals-uniforms-and-trips/apply-for-free-school-meals/
and follow the links to Free School Meals for further information and to download a form

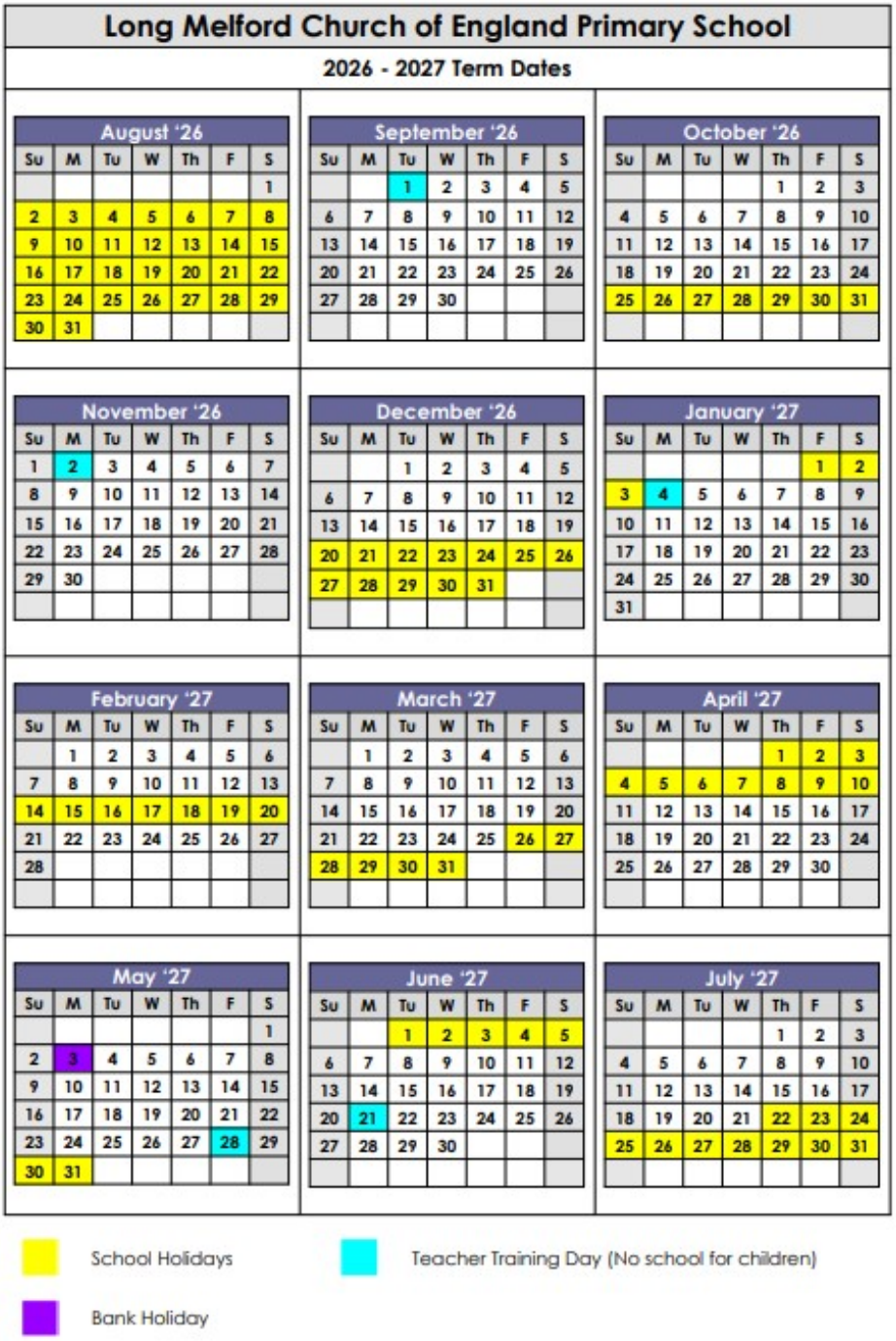
Children whose parents do not wish them to have a school meal may bring a **packed lunch**. If you wish to send a hot or cold drink, please ensure that it is in an unbreakable container.
**Please do not send sweets e.g. Smarties, toffees etc.**

**Due to severe allergies, the school is a nut and pineapple free zone and parents are asked not to send Peanut Butter or Chocolate and Hazelnut Spread (including Nutella) sandwiches or nut snacks.**

# Equality and Accessibility

At Long Melford Church of England Primary School we believe strongly in equality: we care equally for all our children regardless of gender, race, faith or need. The school policies on these matters are available to parents on request.
We will endeavour to make our school, information and curriculum accessible for all.
We will endeavour to provide information in a different format if requested.

# School Term Dates



## Long Melford Church of England Primary School

### 2026 - 2027 Term Dates

**August '26**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

**September '26**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

**October '26**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

**November '26**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

**December '26**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

**January '27**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

**February '27**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |

**March '27**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

**April '27**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

**May '27**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

**June '27**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

**July '27**

| Su | M | Tu | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

School Holidays

Teacher Training Day (No school for children)

Bank Holiday

# Privacy Notice

**Privacy notice for parents/carers and volunteers**

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils.

We, Long Melford CE Primary School, are the 'data controller' for the purposes of data protection law.
Our data protection officer: Sarah Ingram is contactable via:
Direct Dial: 01473 260700
Mobile: 07720208841
e-mail: sarah.ingram@schoolschoice.org

**The personal data we hold**
Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:
- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

**Why we use this data**
We use this data to:
- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care Long Melford CE Primary School
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

**Our legal basis for using this data**

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

**Collecting this information**

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

**How we store this data**

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. The Information and Records Management Society's toolkit for schools sets out how long we keep information about pupils and can be found on our website.

**Data sharing**

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- The pupil's family and representatives
- Educators and examining bodies
- Our regulator: Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants

- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

**National Pupil Database**

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census
Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.
The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.
The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.
For more information, see the Department's webpage on how it collects and shares research data.
You can also contact the Department for Education with any further questions about the NPD.

**Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

**Parents and pupils' rights regarding personal data**

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:
- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer. Although there is no automatic parental right of access to the educational records of a pupil in an academy, we will consider any such request. We will charge for copying and up to 5 hours of office time.
To request access, please contact Mrs A. Woolmer at Long Melford Church of England Primary School.

**Other rights**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

**Complaints**

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.
To make a complaint, please contact our data protection officer: Sarah Ingram

Our data protection officer: Sarah Ingram is contactable via:
Direct Dial: 01473 260700
Mobile: 07720208841
e-mail: sarah.ingram@schoolschoice.org

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at https://ico.org.uk/concerns/
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

**Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer: Sarah Ingram:
Direct Dial: 01473 260700
Mobile: 07720208841
e-mail: sarah.ingram@schoolschoice.org