



**MOULTON C.E.V.C.
PRIMARY SCHOOL**

You shall love your neighbour as yourself.

Matthew 22:39

**PROSPECTUS
2024 - 2025**



Welcome

Thank you for considering Moulton CEVC Primary School for your child's education.

We know that selecting a child's school is one of the most important decisions a parent or carer will make. **We are here to support everybody, and to guide you to find a spiritual and educational home that is right for your child.**

At our school, we believe that everyone is of equal importance in the sight of God. We recognise the uniqueness of every individual and the contribution that each individual brings to our school community.

In our school, everybody has the right to learn; everybody has the right to be happy; and everybody has the right to feel safe in our distinctly Christian environment.

Driven by our Christian ethos, we strive for our pupils to be the best that they can be, in an environment where they feel loved, wanted and supported. We invite everyone to accept Jesus Christ as their support, and we encourage everybody to offer their support to others. We aim for our pupils to be responsible citizens who value themselves as a child made in the image of God. We aspire for our staff to feel trusted and empowered; to continue to learn in a supportive environment; and to see the power of their words and actions, as they inspire each individual to achieve their goals.

We guide our children and families to value themselves, and to see the importance of valuing and helping others, underpinned by the biblical narrative, **'You shall love your neighbour as yourself.'** - **Matthew 22:39.** We strive to develop each person as an individual and to motivate them to want to help others. Through our curriculum, collective worship and interactions, we aim to develop pupils' and families' understanding of their responsibility to and for our local and global communities.

We warmly invite you to discuss your child's needs with us, and to come and experience our special environment.

Warmest wishes,

Deborah Shipp

Headteacher

About our school

We are a Church of England Voluntary Controlled Primary School, located on the outskirts of the rural village of Moulton, three miles from Newmarket. We have strong links with the local church and the village community; we also work closely with our local pre-schools, primary schools and secondary schools.

Built in 1959, the school has been extended to accommodate an increase in pupil numbers. Our pupils are taught in single-aged year groups in bright and spacious classrooms. Our outdoor environment includes the Early Years area; two hard courts; a large playing field; a wildlife and pond area and an outdoor heated pool, which is utilised in the summer months.

The Governing Body

Our governors have chosen to become part of our school, as they have an interest in, and commitment to, strategic planning and school improvement. The governors' role is to work with the school to ensure that it has the resources and the support to achieve and maintain high standards, and to ensure that our school has a distinctive Christian environment. Policies, plans and procedures are approved and developed in consultation with the governing body to support school improvement.

Governors meet formally once a term, and the public minutes for these meetings are available on request from the school office. There are also smaller committees which meet termly.

Admissions

Our catchment area covers Moulton, Gazeley, Dalham, Higham, Needham Street, Kentford and Kennett End. We welcome applications from families living outside the catchment area. Suffolk County Council is responsible for admission to Moulton CEVC Primary School. Our published admissions number (P.A.N.) is 30. Full details of the LA's admission policy and procedures are set out on the Suffolk County Council website. Click [here](#) to access.

Children can be admitted to school in the September following their fourth birthday. Children are offered full-time education from this point, according to parental choice. Although most children start full-time at school in September, we recognise that children have individual needs, and for some, a staggered entry into full-time schooling is needed. We understand how important it is that your child has a happy and successful transition into school, so we aim to be as flexible in our approach as possible. Please talk to us about what is best for your child.

Before the children start school in September, a taster session is offered to familiarise children and their parents or carers with the school environment.

Uniform

We expect all pupils to wear school uniform. All uniform should be clearly named and is available to purchase through our web store: <http://moultongoodies.co.uk>

- Grey or black pinafore, skirt, trousers or tailored shorts;
- A white blouse or polo shirt (available with school logo);
- A Moulton Primary School cardigan or sweatshirt;
- A red / burgundy and white gingham dress (summer only);
- Black shoes or trainers

P.E. Kit

- Moulton CEVC Primary School royal blue t-shirt;
- Navy blue shorts;
- Moulton CEVC Primary School PE hooded top
- Navy blue jogging suit
- Trainers or plimsolls

Pupils should wear their PE to school on PE days.

Jewellery and Valuables

We discourage children from wearing jewellery at school. Stud earrings may be worn but must be removed for PE. and swimming. We suggest that children do not wear any earrings on days when they have PE. or swimming. Newly-pierced earrings must be taped over on PE. days. This should be done either be done at home by parents, or in school by the child. Children are responsible for their own earrings.

School Organisation

Our school is organised into seven classes:

- Reception: Children aged 4-5 years
- Year 1: Children aged 5-6 years
- Year 2: Children aged 6-7 years
- Year 3: Children aged 7-8 years
- Year 4: Children aged 8-9 years
- Year 5: Children aged 9-10 years
- Year 6: Children aged 10-11 years

The School Day

8:40 am	School doors open; children go to classrooms, and learning begins
8:45 am	School doors are closed and registers are taken
10.15 am	Collective Worship

10:35 am	Break
11:50 am	Reception Class lunchtime begins (*the duration of lunchtime is 1 hour)
12:00 pm	Year 1 lunchtime begins (*the duration of lunchtime is 1 hour)
12:05pm	Year 2 lunchtime begins (*the duration of lunchtime is 1 hour)
12:10pm	Year 3 and Year 4 lunchtime begins (*the duration of lunchtime is 1 hour)
12:15 pm	Year 5 and Year 6 lunchtime begins (*the duration of lunchtime is 1 hour)
3:05pm	Reception Class pupils are dismissed from the Reception garden.
3:15pm	Year 1 pupils are dismissed from the ramp entrance
3:15pm	Year 2 pupils are dismissed from the ramp entrance
3:15pm	Years 3 and 4 pupils are dismissed from the ramp entrance
3:15pm	Years 5 and 6 pupils are dismissed from the drop-off zone at the back of the school.

Parking

We are fortunate to have a small carpark at the front of the school, which parents may use. We ask that parents park considerably; not to obstruct entrances and exits; and not to compromise children's safety when they park. Parents should escort their children across the road.

At the start of the day, Y2 – Y6 children may be dropped off in our designated and supervised drop-off zone at the rear of the school, if they are unable to unclip their seatbelt and exit the car. Parents should not park in the drop-off zone. Children must be supervised until the school door opens at 8:40 am.

Collective worship and assemblies

A daily act of collective worship is very important in preserving and developing the character of our school and community. We gather as a school, key stage or class to share our thoughts, prayers stories and songs. We use Christian values as themes for our worship and regularly welcome church groups and representatives to lead our worship. We also discuss topical issues, or special calendar and historical days. Parents and carers may, if they wish, withdraw their children from worship. Please discuss this with the head teacher. We will always listen to and respect parents' views when they approach us to withdraw a child from collective worship.

Curriculum

Primary schools are expected to follow the National Curriculum 2014. We are committed to providing a curriculum which maximizes opportunities for meaningful cross-curricular links and learning experiences. Our core learning expectations encapsulate what we aim to nurture and develop:

- Pupils who have a love for learning;
- Pupils who are confident, enthusiastic and play an active role in their learning;

- Pupils who have the confidence to feel safe to make mistakes;
- Pupils who take responsibility for their learning;
- Pupils who feel valued and supported;
- A celebration of pupils' achievements;
- Pupils who are well-prepared for transition to secondary school and life in modern Britain.

Our curriculum is built on the foundations of individuality, community and responsibility, underpinned by our biblical inspiration, *You shall love your neighbour as yourself*.

Key Stage 1 and Key Stage 2

The curriculum for Years 1-6 includes the teaching of subjects from the National Curriculum: English (incorporating writing, reading and communication); Mathematics; Science, Art and Design, Computing; Design and Technology, Geography, History, Languages (KS2), Music, Personal, Social and Health Education (PSHE), Physical Education (PE) and Religious Education (RE).

Our curriculum is planned to help pupils to make links between topics and remember their learning. We want all pupils to develop their recognition of individual accomplishments (including their own), their understanding of different communities, and to develop their sense of responsibility. Curriculum overviews and further curriculum details for each half-termly topic are available on our website.

Home Learning

All children are expected to enhance school learning through their home learning. A great importance is placed on developing these key skills to promote successful learning:

- Reading each night. We expect children to read 5 times per week as a minimum.
- Practising times tables, number facts and spellings as appropriate to the needs of the child;
- Conducting research projects as appropriate to the needs of the child;
- Working on pupils' individual maths targets

Educational Visits

We aim to extend children's learning by giving pupils the opportunity to take part in educational visits. In recent years, pupils have visited the Sealife Centre at Hunstanton, Harwich, Colchester Castle, Waltham Abbey and Duxford. Pupils in years 5 and 6 can take part in a residential trip. Most recently, these have been to the fabulous Thorpe Woodlands and Aylmerton centres.

Parents and carers are required to sign a consent form before children are taken on a visit. Trips might incur a cost, and whilst all contributions are voluntary, they are not financially viable without such contributions.

At times, we might request parent help on a trip, and we are grateful for this. To safeguard everybody, we provide parents with a booklet which outlines best practice on a trip. It is an expectation of parent helpers that they read and agree to the guidelines set out in the booklet.

Wrap-around care

A daily breakfast club is open to all pupils and runs from 7:45 am. Children are offered cereal, toast and fruit with a drink of water or milk which is followed by games or drawing. At 8:45 am, the children are escorted to their class for the start of the day. The cost of breakfast club is £4.50 per session; there is a 10% discount for siblings. You can book [here](#).

We are currently working with Kids-R-Us who provide our after-school care. Bookings can be made via their website, [here](#).

Both breakfast club and after-school club require advance booking and payment.

Extra-Curricular Activities

We usually offer a range of lunchtime and after-school activities, including multi-skills, netball, football, tennis and board games. Most clubs are free, but some might incur a small cost. We ask that parents are prompt when picking up their children from after school clubs as staff have other commitments.

Many of our older children run clubs for younger children – interaction and connectedness are an integral part of our school ethos.

Meeting Individual Needs

We are an inclusive school. Each child is given an appropriate level of support and challenge in the classroom. Our highly-skilled teaching assistants provide in class support and challenge for all pupils. Some children have specific learning differences and difficulties: small group teaching and 1:1 teaching are used to support pupils in overcoming barriers to learning.

Our SENDCo (Special educational needs and disability coordinator) works closely with pupils, staff, families and external agencies to tailor the support pupils might need. More information can be found [here](#).

Behaviour and Expectations

Our Behaviour Policy is based around three clear expectations:

- Everyone has the right to be safe
- Everyone has the right to be happy
- Everyone has the right to learn

As a school with a Christian ethos, pupils are encouraged to look after each other and our environment, treating all with consideration, dignity and respect. Our expectations are reinforced in class and whole-school assemblies, making explicit links with our Christian values. Each class draws up a class agreement which is signed by pupils and teacher and teaching assistant for the class.

We are there to support children when things go wrong: we aim to deal with all incidents in a consistently fair manner and provide pupils with the opportunity to reflect on what has gone wrong;

how they should behave in the future and what needs to happen to 'restore the harm' caused by their actions.

Most incidents are resolved quickly and effectively through discussion between the child and their class teacher; more serious behaviours or persistent incidences of inappropriate behaviours are taken directly to the Headteacher. Parents and carers are informed of these more serious incidences.

School Council

We want our children to play an active role in school life. Each class has its own council and elects two councillors to represent them on the School Council. Year 6 pupils have an additional two members who act as secretaries. A member of staff chairs the meetings and offers support and advice, when necessary. Children discuss and vote on issues important to them and have already influenced many elements of school life which have contributed to the development of the school.

Partnership with Parents and Carers

Parents and carers have a right to expect the best education for their children. We believe in the importance of providing a positive, safe and calm learning environment. We ask for your co-operation in achieving our aims, especially by encouraging and promoting a positive attitude to school and supporting your child with their learning. Further details can be found in our home/school agreement. A prompt start to the school day is essential. We expect your child to arrive at school on time and ready for the school day.

We aim to ensure, through our 'safe open door' policy that parents are informed and consulted regularly. If you have any concern about your child's progress, health, happiness or welfare please do not hesitate to contact us. In turn, if we have a specific concern about your child, we will talk to you about it as soon as possible.

We encourage parents and carers to play an active part in their children's school life, so if you have any skills or expertise from which we could benefit, please let us know. We have a very successful parent/carers fundraising group, our PTA. We greatly appreciate the work that this group does; if you are able to get involved in any way we would love to hear from you.

Our school website (<http://www.moulton.suffolk.sch.uk>), Twitter Feed (@MoultonCEVC) and weekly newsletters enable parents to be fully informed about school news and events.

Working with other settings

We work closely with our local pre-schools, primary and secondary schools to ensure a smooth transition between each educational phase.

Most pupils continue their education at Newmarket Academy, but a number transfer to secondary schools in Bury St. Edmunds, Soham and Bottisham.

Pupil Absence

Any absence during term-time is discouraged as it is disruptive to children's learning. If there are exceptional circumstances when taking a child out of school is unavoidable, a Special Leave of Absence form must be completed. Forms are available from the School Office.

School Dinners and Packed Lunches

In line with the Government's Universal Free School Meals offer, we provide hot school lunches, free of charge for all children in Reception, Year 1 and Year 2. We also offer a pre-paid for cooked lunch to children in Key Stage 2. All our meals are freshly prepared, cooked and served from our own kitchen. Menus for the week are published in the weekly Newsletter and on the website. A vegetarian option is offered daily.

Free school meals are available to families on low incomes (details available from the School Office).

Children may bring a packed lunch to school. Please provide items that your child can open independently and avoid foods that are hard to manage. We encourage healthy eating, so sweets, including chocolate, may not be sent in as part of a packed lunch. We ask that you provide still drinks only – no fizzy drinks or drinks in glass containers.

Some of our children have nut allergies so we ask that no nuts or products containing nuts (e.g. peanut butter, nut bars) are included.

We encourage children to bring in a healthy snack to eat during their mid-morning break time. Reception and Key Stage 1 children (Years 1 and 2) receive a free fruit snack as part of the government's Free Fruit Scheme. Children are encouraged to bring a named water bottle containing fresh water to school every day.

Medicines and Health

Moulton CEVC Primary School is sensitive to exceptional and individual circumstances and would wish to be as supportive as possible within the strict legal guidelines relating to medicine administration. In consultation with Suffolk County Council, DCSF and Department for Health guidelines our School policy is as follows: -

Administering medicines in school: We understand that there may be times that a pupil requires medication on a short or long term basis. Members of staff will administer medication to pupils if it would be detrimental to a pupil's health, or school attendance not to do so. Parental consent is required before members of staff will administer prescription medication. All medication should be in date and clearly labelled with the doctor's instructions.

Members of staff will administer over the counter medication such as 'Calpol' after being given permission from parents.

There are medications such as inhalers or emergency treatments for allergies for which arrangements can be made in consultation with the Headteacher or the SENCO.

Cough sweets, throat lozenges etc: We request that children do not bring these items to school, but if it is vital to have them in school, they should be held by a member of staff, so that we

can monitor how many a child is taking. In the case of a serious cough, children should be kept at home.

Stomach upsets: After a stomach or bowel disorder children should remain at home for *48 hours post symptoms*.

If you have a query or need further clarification related to a specific medical need, please contact the Headteacher.

Keeping Safe

The Governing Body is legally responsible for ensuring that appropriate procedures are in place to keep the children in our care safe.

The safeguarding of the children in our care is of paramount importance. We expect all visitors to present themselves to the school office where they are signed in and identified by wearing a lanyard. We expect parents and carers to provide us with current contact numbers and details of who will be collecting their children at the end of the day. If there are any changes from the expected routine of collection, parents and carers must inform the School Office as early in the day as possible. If you anticipate that somebody will collect your child regularly, please fill in a 'going home arrangements' form.

If you have any concerns about a child's safety, please report these to the head teacher without delay. Mrs. Deborah Shipp is the Senior Designated Lead for safeguarding; Mrs. Nuala Gilmore is the Deputy Lead for safeguarding, and our Safeguarding Governor is Dr. Rachel Clarke.

Photography of Children

There may be times when children are photographed as part of normal school activities and also by the local press. On admittance to Moulton CEVC Primary School parents will be asked to complete a form asking for permission for their child to be photographed whilst in school. Parents may photograph and video school events, with the clear understanding that these images are for personal use only and must not be published on any social networking site without prior permission from the Headteacher.

Complaints Procedure

Suffolk Local Authority has established procedures so that concerns of parents about the school curriculum or related matters may be considered and wherever possible resolved locally. In the first instance, particular problems should be referred to the Headteacher who will try to achieve a satisfactory outcome informally. If the matter cannot be resolved in this way, it may be referred to a panel of the school governors and then, as a last resort, to an LA panel for formal consideration.

Equality

In April 2011 the Public Sector Equality Duty came into force in England, Scotland and Wales. In order that we meet the requirements of the Equality Act we:

- Encourage good relations
- Ensure everyone has equality of opportunity to make the most of their potential, skills and talents
- Eliminate unlawful discrimination, harassment and victimisation

- More information can be found [here](#) in our Equality and Diversity Policy.

Contact Details

Moulton CEVCP School

School Road

Moulton

Newmarket

Suffolk

CB8 8PR

Telephone: 01638 750236

Email: admin@moulton.suffolk.sch.uk

Our website: www.moulton.suffolk.sch.uk

Staff at Moulton CEVC Primary School

Head teacher

Mrs Deborah Shipp

Deputy Head teacher

Mrs Nuala Gilmore

Special Educational Needs and Disabilities Coordinator (SENDCo)

Mrs Katie Barker

Reception/Early Years Teachers

Mrs Becky Bedford

Mrs Rebecca Offley

Year 1 Teachers

Mrs Sarah Fiddes

Mrs Esther Brandon

Year 2 Teacher

Mrs Emma Chittock

Year 3 Teachers

Miss Claire Murphy

Mrs Nicole Harper

Year 4 Teachers

Mr James Turner

Year 5 Teacher

Miss Joanne Rutter

Year 6 Teachers

Mrs Nuala Gilmore

Mrs Rebecca Offley

P.E. Teacher

Mrs Ebony Crook

Teaching Assistants / cover supervisors

Mrs Hayley Parsons

Mrs Helen Smith

Mrs Penny Dobson

Mrs Sue Healey

Miss Vickie Fletcher

Mrs Tonianne Marsh

Mrs Zoe Robbins

Mrs Lesley Nichols

Miss Rebecca Spinks

Mrs Sue Troughton

Mrs Emma Grosvenor

Mrs Monica Moldovean

School Business Manager

Mrs Susan Dutton

Administrative Officer

Mrs Tracy Manning

School Cook

Mrs Angie Beeton

Kitchen Assistants

Mrs Leanne Phillips

Mrs Wendy Moss

Midday Supervisors

Mrs Jackie Blair (Senior Midday Supervisor)

Mr Dave Murfitt

Mrs Stacey Rice

Mrs Rebecca Spinks

Miss Vickie Fletcher

Mrs Emma Grosvenor

Breakfast Club

Miss Rebecca Spinks

Mrs Leanne Phillips

Miss Charlie Kelly

Caretaker / Cleaner

Jan and Dawn