Appreciate

Believe

Challenge

COTFORD ST LUKE

Prospectus 2026-2027

An Introduction to our School

Cotford St Luke Primary School opened in 2003. It provides educational and childcare facilities for the village. We welcome children from all backgrounds and abilities. As a result of our commitment to life-long learning, everyone at our School is a learner. Staff and governors are committed to developing their knowledge and understanding to provide the best learning opportunities and environment for our children.

By creating a positive and supportive atmosphere within the School, the children feel safe and valued in all they do. This allows for each child to develop academically as well as socially, emotionally and physically.

Staff, children, parents and governors are all part of the team, working closely together to ensure that each child achieves to the best of their ability. We aim to develop good relationships with our parents and carers. We look forward to your co-operation and support with the exciting task of supporting your child's development.

The School has seven classes as well as a pre-school. The facilities we provide include a superb library, excellent ICT facilities, kitchen and a large school hall. These combine to provide an excellent learning environment for our children.

The extensive grounds provide two playgrounds, a playing field, sensory garden, small market garden and a wildlife area. Our pre-school facility, Fledglings and our Reception classes have their own secure play areas.

The Tone Valley Partnership and the Primary Sports Partnership provide links to other schools in the area for pupils and staff. Staff share facilities, experience and activities to enrich the learning experience of the children. These include modern foreign language teaching, artists and musicians in residence, sports activities and cultural links.

Pupils

Cotford St Luke currently has approximately 200 pupils on roll plus the pre-school, catering from 2 years 9 months and over. Premier Education offer wrap-around care for all children from the school and who wish to attend. There is a Breakfast Club from 7:30am until school starts and an After-School Club from 3:20pm to 6.00 pm. Parents wishing their children to attend these clubs are required to book online.

Values:

Aims:

Appreciate

- At Cotford St Luke School children are supported to appreciate the opportunities that are provided for them. Children are encouraged to understand values of other people and cultures as well as develop their own values.

Believe

- Cotford St Luke School strives to give children a sense of self belief that helps them become resilient learners that can think creatively to solve problems and work collaboratively. This is part of how we prepare children for a changing world.

Challenge

- Cotford St Luke School helps children set themselves ambitious goals that provide intrinsic motivation to succeed. Children are supported to understand that achievement is based on habits and small steps of progress and that finding things difficult is a key driver of success.

Admissions Policy

The Local Authority is the admission authority for this school and places are allocated in accordance with their published arrangements. If you require more information please telephone the Admissions Team at County Hall. Tel: 0845 345 9122 (Somerset Direct).

Our current policy is for all children to start school in September if their fifth birthday falls in the following school year (1 September - 31 August). Children attend the Reception Class (Oak) for half-day sessions for the first week, then full-time - usually 1 week after starting. This flexible policy works to the benefit of the children, so that the younger ones do not need to start full time education before they are ready.

Starting school can be an exhausting experience, even for children who have been in pre-schools or nurseries. Over the years we have found that the following timetable for building up to full time in the class has worked best.

Week 1	Mornings only	8:40am to 12:00 noon
Week 2	Full time	

Class Structure and Organisation

Cotford St Luke has the following structure for the 2026-2027 academic year: Oak (Reception), Pine (Year 1), Willow (Year 2), Poplar (Year 3), Hazel (Year 4), Maple (Year 5) and Sycamore (Year 6).

Time of School Sessions

8:40am – 8:50am	Gate and classroom doors are opened
8:50am	School Starts – registration
10:30am – 10:50am	Playtime
12:00pm	Lunch – Reception and Year 1
12:15pm	Lunch – Years 2-6
1:00pm	Afternoon session – Reception and Year 1
1:15pm	Afternoon session – Years 2-6
2:45pm – 3:15pm	Assembly
3:20pm	End of school day

Nursery Age Children

Nursery age children follow the **Early Years Foundation Stage** curriculum, which is organised into six main areas of learning:

- Personal, social and emotional development
- Communication, language and literacy
- Mathematical development
- Knowledge and understanding of the world
- Physical development
- Creative development

The Curriculum

Our curriculum aims/intends to:

• Maximise the potential of all learners through a broad, balanced & inclusive curriculum

• Provide a curriculum which meets the needs of individual pupils through provision of effective continuity, progression, monitoring and assessment procedures

• Enable learners to make positive, well-informed decisions in order to prepare them for all aspects of their lives

• Contribute to the individual learner's understanding of themselves, their community and the constantly changing world

• Enable all styles of learning and learners to be successful and feel valued and confident

• Help all learners to understand that they will always have more to learn, that they can always learn from others and that others can learn from them.

• Promote the learning and development of our youngest children and ensure they are ready for Key Stage

The Curriculum in Our School

- Our curriculum approach promotes a child's subject discipline ie. how to think like a scientist.
- The curriculum also maps out key knowledge for each unit and lesson so that the teacher clearly knows what children are expected to learn and remember.
- The national curriculum is mapped out to give children both a great understanding of their place in their locality through local historical and geographical fieldwork study as well as develop their awareness of the wider world around them.
- Our subjects are designed around disciplinary knowledge and substantive knowledge, children are supported to think like a 'historian', 'scientist' etc and also be given key knowledge to learn and remember.
- Lessons are delivered in blocks of around 6 weeks and sequenced to incrementally build key facts and skills of that subject.

The areas covered by the curriculum specifically include:

- English, Mathematics, Science, ICT, History, Geography, Art and Design, Music, Design Technology, PE and Religious Education, Modern Foreign Language (French) Personal Social Health Education (PHSE) and Citizenship
- Further details can be found at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/425601/PRIMARY_national_curriculum.pdf

Opportunities are also provided for learning outside school hours. These include after school clubs which offer a wide range of activities including Sport, Music, Art, Craft and Cooking. The school also takes every opportunity to provide educational visits and invites visitors to school to enrich the children's learning experience.

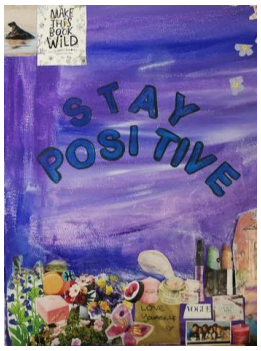
Relationships and Sex Education

The school follows a Relationships and Sex Education Policy. We use Coram Life Education's SCARF resources and planning, which are designed and constantly updated in line with government guidance and the work of the PSHE Association. This content includes Social, Emotional and Health Education. In terms of sex education, most of the children's learning in this subject is covered in the science curriculum. When aspects of relationships and sex education, which are not part of the statutory science curriculum, are taught, parents are always informed in advance. The policy and scheme of work is available for parents to read along with all other polices on our website. Parents have the right to withdraw their child from that part of relationships and sex education, which does not form part of the statutory science curriculum. The school must be notified in writing if you wish to withdraw your child.

Religious Education

The school follows the Somerset agreed syllabus for religious education. The children learn about the Christian faith and other world faiths such as Hinduism, Buddhism, Judaism and Islam. Although the school is not a faith school we are still required to hold a daily act of collective worship. Parents have the right to withdraw their child from religious education and the daily act of collective worship. *The school must be informed in writing if you wish to withdraw your child.*

Special Educational Needs



Children who are in need of additional help will be identified as soon as possible. We can then devise an Individual Education Plan (IEP) and/or organise extra support for them if this is appropriate. Sometimes there are occasions when, after discussion with the parents of a child, we ask for additional help from an Educational Psychologist and/or specially appointed advisory staff. These experts will give the school specific guidance on how to provide the best support for individual children. Children who have special educational needs are taught within the classroom setting wherever possible and only withdrawn for individual or group work or to access the Nurture group when appropriate.

The school has a Special Educational Needs Co-ordinator who works closely with class teachers to ensure provision of appropriate support for children requiring extra help.

Inclusion

Our school is an inclusive school. We actively seek to remove the barriers to learning and participation that can hinder or exclude a child or groups of children. This means that equality of opportunity must be a reality for all our children. We aim to achieve this by paying attention to the different groups of children within our school. These could include girls and boys, minority ethnic and faith groups, children with special educational needs, gifted and talented children, children who are at risk of disaffection or exclusion, Travellers, asylum seekers or children for whom English is an additional language.

Parents in School

Parents will be invited to join us for special events throughout the year. Parents are encouraged to help out in school with classroom activities or on special visits. All volunteers who help out in these roles must go through the disclosure procedure to ensure the safety of children. We are always grateful for such additional help, which enhances the experiences and opportunities available for the children.

Homework

The school has a Homework Policy, which is available for all parents to read. The school will provide homework opportunities for each class, appropriate to the age and ability of the children. Details of homework are available from the class teacher.

Reporting to Parents

All parents will receive an annual report on their child's progress towards the end of the school year. Parents will be encouraged to play a full part in their child's education and in addition to the annual report there will be an interim report and regular parent consultation evenings when parents can discuss their child's progress with class teachers.

Home/School Agreement

The school has a Home/School agreement, which all parents will be asked to sign when their child starts school. It sets out what parents and children can expect from the school and what the school expects from children and parents. As well as setting out clear expectations for everyone concerned, it provides the framework for co-operation between home and school.

School /Home Links

Children make best progress when home and school support each other for the benefit of the child. Should you be concerned about any aspect of your child's education at any time, please do not hesitate to contact the teaching staff so that any difficulties can be discussed.

Procedure for Dealing with Complaints

We are interested in the views of parents and recognise that from time to time they may wish to express particular concerns. In these circumstances, we encourage parents to make an appointment with the class teacher in order that, in the first instance, these matters may be dealt with at an informal level. If a parent still has concerns after discussing the matter with the class teacher, they should make an appointment to see the Deputy Headteacher or the Headteacher. If a parent still wishes to take any matter further, Somerset Education Authority has formulated a procedure so that all complaints may be dealt with fully and fairly. A copy of the policy is available to parents to view on our website and, if required, from the school office.

Attendance

The school expects children to attend every day, unless they are unwell. We have an ambition to have a school average attendance of 96%. If your child is absent you must notify the office by 9:30am on the first day of absence and every day thereafter – this forms part of our commitment to safeguarding.

If you wish to take your child out of school at any time, please complete an absence request form (available from the school office). Only exceptional circumstances can be authorised. There is a strong link between attainment and attendance.

Medicines

Whenever possible, please administer medicines at home.
If medicines need to be administered during school hours please complete an administering medicine form (available from the school office).

Lunchtimes / Healthy Eating Policy

If you are eligible for free school meals, please contact the school office for appropriate information.

Since September 2014 EVERY infant child in Reception, Year 1 and 2 is entitled to have a free meal at school. The Government has made this decision because a good lunch makes an enormous difference to children's health, development and ability to learn. If you would like your child to receive a free meal at school, you must complete and return a form available from the school office.

If you would prefer to take your child home for lunch please contact the school office.

We offer a very good school meal service with meals being prepared and cooked in our own kitchen. This service is managed for us by Aspens Catering. Parents can choose to use the school meal service for which menus available on MCAS to enable you to choose with your child what they would like to eat.

If not having a school meal, children should bring a packed lunch in a suitable, named container. We encourage parents and children to make healthy choices for their packed lunch. Cotford St Luke School is a health promoting school. This includes avoiding too many fatty foods such as crisps and biscuits. **Sweets, chocolate and fizzy drinks are not permitted as part of a packed lunch.** We are also a **nut free school as** we have some children in school who are allergic to nuts. We therefore ask that you **do not put chocolate spread, cereal bars or any other product containing nuts** in your child's packed lunch as it is not possible for us to check them all.

During the morning we have a snack break – when the children can have a piece of fruit or vegetable and a drink – water or milk. The fruit/vegetables are provided daily by the school for Foundation Stage and Key Stage 1 through the "Fruit for Schools" Scheme. Key Stage 2 children are encouraged to bring their own fruit or vegetables for a mid-morning snack. **Biscuits, chocolate and crisps are <u>not</u> allowed**.

All children are entitled to free school milk until their 5th birthday. For older children, parents can order and pay for milk through "Cool Milk" if they wish. If you would like your under 5 or older child to have milk at school, please contact the school office for further details, or register directly at: www.CoolMilk.co.uk, (tel: 0800 321 3248).

Children are encouraged to bring a labelled drinks bottle of **WATER ONLY** to drink during the day if they wish. They are allowed to drink water throughout the day as this helps them to keep hydrated and therefore better able to concentrate and learn effectively.

School Uniform

All children must wear the correct school uniform (except under exceptional circumstances) as this helps develop a sense of identity and belonging.
<u>Clothing should be clearly labelled with the child's name</u> to help us return property if it is mislaid.
Our School uniform is as follows:

- Burgundy sweatshirt with or without school logo
- Burgundy cardigan with or without school logo
- Grey trousers, skirt or pinafore
- White blouses or shirts (short sleeved polo type shirts are ideal)
- Pink check dresses for summer
- Burgundy fleece (optional) with or without logo for outdoor wear only
- Black flat school shoes (not open toed or sling backs please)
- Tights or Socks in Black, White, Grey or Burgundy
- A warm outdoor coat for playtimes

For PE:

- Black shorts. These need to be loose enough to allow freedom of movement
- Plain T-shirt in the house colour:
  Red = Quantock, Yellow = Polden, Blue = Blackdown, Green = Brendon
  (Baggy T-shirts are **not** suitable)
- Black or white trainers (<u>not boots</u>) for outdoor PE
  Daps are needed for some indoor PE
- Children receive swimming lessons during their time in Key Stage 2. For this, they will need a swimsuit or trunks. Bikinis or "bermuda" style shorts are **not** permitted
- Please note that earrings are to be removed for PE

On days when your child has PE, they should come to school wearing their PE kit, plus grey/black/burgundy jogging bottoms and a school jumper if it is cold.

Our full school uniform can be purchased directly from Southwest Schoolwear (Tel: 01823 278080), East Reach, Taunton https://www.swschoolwear.co.uk/shop/pcategory/schoolwear/cotford-st-luke/. for which the school receives a small commission from all sales which goes towards resources for our school.
Jewellery is not permitted except if your child has pierced ears. Please ensure that they wear small plain gold or silver studs to school for safety reasons and only one per ear is acceptable. For PE your child will be expected to remove his/her own studs or alternatively, a member of staff will tape over the earring (for safety reasons). All hair that can be tied up needs to be, this is to help maintain hygiene standards and to reduce risk of hair being tangled during lessons. As a rule of thumb, once hair reaches shoulder length we expect it to be tied up.

Thank you for your co-operation in this matter.

Personal Possessions

Money should not be brought into school unless required for a particular event.
Personal possessions brought into school remain the responsibility of the parent and child. Children are discouraged from bringing in items which are of value or which act as distractions. Mobile phones must not be brought onto the school site by pupils. If a child is in possession of a mobile phone it must be handed into the school office before the start of the school day and collected at the end of the day.

Discipline & Behaviour

Our aim is to foster a positive and encouraging atmosphere in which uncooperative behaviour is unlikely to emerge. If however, a child's behaviour in school is causing concern, our policy is to contact parents so that any problem can be dealt with in partnership. The school has a Behaviour Policy, which is available for all parents to read. A copy is available from the school office and can be viewed on our school website.

Charging Policy

Some school activities will only be possible if parents make a voluntary contribution to the cost and where this is the case, parents will always be informed at the outset. We believe that such activities, which are often linked to classroom work, are a valuable part of the children's education. They might include:

- Visits to museums, the theatre and areas of local interest.
- Visits to outdoor activity centres.
- Opportunities for the children to work with other schools and people in the community. This may include visitors to school or visits to other schools, to engage with activities such as theatre groups, musicians, artists and a range of workshops.

Parents will be asked to give consent before each visit or out of school activity.

Parent Teacher Association

The Parent Teacher Association of Cotford St Luke Primary School is a charitable, fundraising organisation that exists to support and augment the education offered by the school to its pupils, which is made up of parents and teachers. The committee consists of two types of members: ordinary committee members and officers. Ordinary committee members attend the meetings and vote on decisions, while officers have additional specific roles such as chair, treasurer and secretary.

Although some events are run specifically for social activities for the children, most are organised to generate funds. The money pays for additional resources and general equipment for use throughout the school. This enhances the school environment and increases the educational and social opportunities for the children.

Over the last academic year the PTA has arranged a number of events, including bingo evenings, film matinees for the children, Christmas and Summer Fair. If you are interested in becoming a committee member please contact the school office for further information. Come along to support us in supporting your children!

THE UK GENERAL DATA PROTECTION REGULATIONS (UK GDPR) The UK GDPR came into force on 1st January 2021, when the EU GDPR was enacted into UK law after Brexit. The UK GDPR reflects all the contents of the EU GDPR, which was introduced in May 2018.

GDPR gives enhanced rights to individuals, and greater responsibilities for organisations (including schools). We have increased our transparency and accountability and ensure that we are complying with the principles of GDPR when processing personal data.

You can read more about the principles here: https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/principles/

We have taken the following actions:

- Appointed a Data Protection Officer to advise the school and monitor our compliance
- Trained all new and existing staff in data protection and reminded them of their responsibility to keep personal data safe
- Considered our lawful basis under UK GDPR for processing your personal data, and when we will require your consent
- Completed an audit of all the data we are processing in school, to comply with Article 30 of UK GDPR (Record of Processing Activities)
- Published privacy notices to inform you of how we use your personal data https://cotford-st-luke-primary.secure-primarysite.net/privacy-notice/
- Updated our Data Protection policy https://primarysite-prod-sorted.s3.amazonaws.com/cotford-st-luke-primary/UploadedDocument/5e0537fa-5e5b-4b42-949f-0d206300705a/data-protection-freedom-of-information-policy-may-2023-v1.docx.pdf
- Reviewed our procedures for data collection and retention, to ensure they are compliant with UK GDPR – we follow the advice of the Information and Records Management Schools Toolkit here https://irms.org.uk/page/SchoolsToolkit
- Logged all data breaches, and considered whether they require notification to the Information Commissioner's Office

Staff

Headteacher:	Mr M Wright	
Deputy Headteacher:	Mr A Jones	
Senior Leadership Team:	Mr M Wright	Mr A Jones
	Mr N Prinn	Miss S Knight
	Mrs K Reardon	
Class Teachers:	Miss A Roberts	EYFS Teacher
	Miss C Parsons	Key Stage 1 Teacher
	Miss S Knight	Key Stage 1 Teacher
	Miss R Hill	Key Stage 2 Teacher
	Mrs K Lofthouse	Key Stage 2 Teacher
	Miss S Hayes	Key Stage 2 Teacher
	Mr N Prinn	Key Stage 2 Teacher
PPA Support:	Mr C Payne	
Classroom Assistants:	Mrs S Hulbert	Mr C Payne
	Mrs K Maloney Grant	Mrs E Greaves
	Mrs A Kelly	Mrs R Smith
	Mr L Mellor	Mrs H Wallace
Pastoral Care Assistant:	Miss T McCarthy	
Lunchtime Supervisors:	Mr C Payne	Miss T McCarthy
	Mrs K Maloney Grant	Mrs E Greaves
	Mr L Mellor	Mrs S Hulbert
	Mrs A Kelly	Mrs H Wallace
	Mrs C Thorne	
Caretaker & Premises Manager:		Mr S Mitchell
Business Manager:		Mrs K Reardon
Admin Assistants:	Mrs S Pike	Mrs S Western

School Governors

Mrs E Latham	Co-opted Governor	Chair of Governors
Mr A Jones	Co-opted Governor	
Ms R Lewins	Co-opted Governor	
Mrs A Lloyd	Parent Governor	Vice-chair of Governors
Miss A Medin	Staff Governor	
Mr M Nolan	Co-opted Governor	
Ms C Shearman	Local Authority Governor	
Mr J Thorpe	Parent Governor	
Mr M Wright	Headteacher	
VACANCY	Clerk to Governors	

COTFORD ST LUKE COMMUNITY PRIMARY SCHOOL
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Website: www.cotfordstlukeprimary.co.uk

HEAD TEACHER: Mr M Wright
DEPUTY HEAD TEACHER: Mr A Jones

FLEDGLINGS EARLY YEARS CENTRE
MANAGER: Mrs R Batten
Tel: 01823 432569