



trinity

Trinity CEVAP School

Lavenham Way

Combs

Stowmarket

Suffolk

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Website: www.trinityprimaryschool.com

*To develop an excellent academic and social education within
a Christian environment where every child can be their best!*

Jan 2026

"Nothing is Impossible with God" Luke 1:37



Trinity Church of England
Voluntary Aided Primary School

Parent Guide



trinity

Nothing is impossible



Mission Statement

Luke 1.37 Nothing is impossible

At Trinity CEVAP School we believe that through kindness, trust and respect we can all grow and achieve great things. Within our community, all are welcome and valued as unique individuals, knowing that together we can change lives and create a better world, where we cherish each other and the amazing creation we have been given, seeing God's greatness in ourselves and others.

By setting high expectations in all that we do, we strive to help everyone be their best, and to develop into well rounded, individuals who "live life in all its fullness", confident to embrace new challenges, experiences and learning both now and into the future, knowing, "Nothing is impossible".



Special Needs and Disability

Identification

Identification of Special Educational Needs begins from the paperwork received on entry from the Pre-School or from other schools from which children join us. We discuss children with parents and Pre-School prior to entry and plan so that we can meet their individual needs from day one.

The special needs Co-ordinator for our school is Mrs C Richardson. Please contact her through your child's class teacher if you have a SEN concern about your child. Mr D Fiske is our SEN Governor—he can be contacted through the school office. Mrs H Meadows is our Family Liaison and Well-Being Lead. If you would like to have a chat with her please contact her through the school office.

Education Health Care Plans (EHC)

When children need additional support beyond the main programmes, an Education Health Care assessment can be sought, as advised by the Educational Psychologist and other outside agencies.

Meeting Needs

We aim to meet the needs of all our children through quality first teaching and challenge which is an integral part of every lesson. This includes in class support from Teaching Assistants, strengthening inclusion by enabling even greater access to the full curriculum for children of all abilities.

For full policy details, please see our website.

Safeguarding

We are a safeguarding school with staff and governors trained to meet Safeguarding Children in Education needs. We follow the Suffolk Area Child Protection Committee joint policies and procedures for the protection of children. This guidance sets out exactly what action must be taken by the school if there is any suspicion of a child being in danger of significant harm. The school is required by law to report any suspicion of child abuse to the local welfare service team or to the police. For details of the full policy, please see the website.

The Governing Body will ensure that there is a Named Governor and Senior Designated Person (SDP). The SDP has the lead responsibility for dealing with safeguarding issues in school.

Senior Designated Safeguarding Professional	Mrs L Curran– Spain
Alternate Designated Professional	Mrs S Terndrup
Alternate Designated Professional	Mrs D Bell
The Chair of Governors	Ms T Barnett
Safeguarding Governor	Mr D Fiske

Please see our policy and information leaflet available in the school foyer and on the web site.

Welcome to Trinity C.E.V.A Primary School. We hope that this booklet and our transition events will ensure that you and your child have a smooth transition in to the life of our school—please feel free to ask us any questions—we all understand how daunting starting school can be for all concerned.

September EYFS New Intake

For the first week please arrive by the gates on the left side of the school so the EYFS children can enter through their own area– please wait for staff to guide you in. Staff are on duty from 8.45am, prior to this parents are responsible for supervising their children. If you have older children at school you can drop off in the main playground first then bring round your EYFS child as above. Staff will be at the gate until 9am.

All Other Children

The school day starts at 8.45am, and children should arrive onto the main playground by 8.40am, so they are ready for when the bell rings and they go in. If you arrive after this time please bring your child into school via the office.

Collecting your Child in the afternoon

Early Years and KS1 Parents please wait for your child outside their classroom gate from 3.15pm. All other parents should wait on the main playground. Class teachers will bring children out to these areas at the end of the day. If you are running late or a different person is collecting your child please let the office know. We will only let children go if we know who is picking them up.

What does your child need to bring to school each day?

Water bottle—leak proof (sports cap/foldable straw)

Book bag

Reading book/ Reading record

Phonic folder (autumn term EYFS)

All children need to have a pair of wellies in school at all times—this allows us to use our extensive grounds freely.

Fruit /Veg snack (KS2 only)

As EYFS children spend much of their time playing outside during the day we advise all parents to provide their child with a school fleece and all –in-one waterproof both available from C&D Uniform, or from The Friends as a second hand item.

Getting Ready for School

School readiness is about making sure your child has the skills and information they need before starting school. Suffolk libraries have many book titles that can be borrowed to support parents and children with this transition.

Volunteers in school

We are always keen to have volunteers to help at school. If this is something that you would like to do then please contact the office at admin@trinity.suffolk.sch.uk All volunteers are required to complete a DBS check .

Communication

Our preferred means of communicating with parents is via Arbor. Once you join our school, you will be sent a link and have the opportunity to download the app. You will receive all correspondence - emails, letters, trip information, newsletters via Arbor. It is therefore important that we have your up to date email address.

For last minute reminders and notices we may send text messages so please make sure we always have your mobile phone number!

The school office issues newsletters on a monthly basis and teacher's class newsletters are sent home each half term via Arbor to keep parents up to date on their child's learning.

In addition to this we use Tapestry online learning journals so every EYFS parent can freely access their own child's individual learning and add their own comments and observations to this important EYFS document. This is a great way to stay in touch with your child's learning.

More information about our school and the full list of school policies are available on our web site



Achievement

School reports and parents evenings

Autumn Term	Parents evening – Meet the teacher/ settling in meeting
Spring Term	Parents evening – progress
Summer Term	Full written report & parents evening

Other recognition of achievement

- Parents are invited to join us in celebrating their child's learning and successes in our Class Sharing Assemblies. Please check the website and newsletters for the dates . A "Star of the Week" is chosen by each class teacher and that child receives a certificate and joins the Head teacher at a tea party that week.
- We follow the Good to be Green behaviour scheme which rewards the children's behaviour daily.
- Head Teacher Awards are also given out for outstanding work/behaviour and attitude towards learning—again winners of this award are invited to attend the Head Teacher Tea Party
- House Points. These are earned through good behaviour, reading at home and excellent effort. Team achievements are celebrated each week with the overall winning house team having a half termly non-uniform day.

Allergy Advice

For reasons of health and safety and to protect all our children—Trinity is a nut free school. We are unable to allow any children to have products containing nuts in school—doing so could result in very serious consequences for individual pupils. Thank you for your support in this.

School Dinners

As a result of a government initiative all children in EYFS and KS1 are provided with a free meal every day at school.

All children are offered a nutritious meal with a meat or vegetarian option. The menu is available on the school's web site – please discuss the choices with your child so they are prepared to pick their meal when at school- this is done with their class teacher during morning registration.

If your child does not like either choice on the main menu then they have a third option of jacket potatoes or pasta on selected days. For all meals, pupils are able to select from the salad bar.

At lunchtimes EYFS and KS1 children are offered milk.

As our meals are cooked onsite, we are easily able to cater for all dietary requirements.

Please visit the website <https://www.lunchtime.co.uk> for more information about meals at Trinity Primary.

Our School Day

8:40am	Children on the playground
8:45 am	Bell rings for children to go into school for registration
9 am	Teaching Session
10:30am	Assembly
10.450am	Break time
10.55am	Teaching Session
12.15pm	Lunch KS1 and KS2
1.00pm	KS2 teaching session
1.15pm	EYFS and KS1 teaching Session
2:00pm	Afternoon play time EYFS & KS1
2.15pm	Teaching Session
3.15 pm	Teaching time ends. Children prepare to go home

NB: EYFS children can eat the provided fruit/veg snack at any time in the morning by visiting the snack bar in their room.



Coats

During the colder weather children need a smart, warm and rainproof coat . Please try and stick to plain dark or school colours. A strong loop in the neck of the coat helps to ensure it hangs on the peg and not on the floor! **We strongly recommend that EYFS Children have a school fleece as they will spend much of their day outside in all weathers.**

They are available to purchase from C & D Uniforms or secondhand from The Friends of Trinity school — this can be worn over the school jumper or cardigan on colder days – **please note the fleece should not be worn in place of the school jumper/ cardigan.** The fleece is optional. In addition we ask that EYFS children have a navy blue waterproof all-in-one, which is also available from C & D Uniforms.

Footwear

Flat, black shoes – no boots, high heels, trainers (unless for PE) sandals or clogs please! Heels must not be more than 2cm. Wellie boots are needed throughout the year. Children must be able to tie their own laces if wearing laced shoes/trainers.

Please label every item of your child's clothing and property with their name.

Hair: Shoulder length hair should be tied back. Large bows ribbons and hair decorations are not part of our uniform and cause distraction to pupils so should not be worn. Please use green or black hair ties/elastics. Children will be asked to remove any additional hair decorations.

Jewellery: The wearing of watches is permitted as long as the wearer is not distracted by it, we accept no responsibility for loss, damage or theft. Only stud earrings are allowed to be worn whilst in school. No jewellery should be worn during physical activities, including watches. Any earring studs must be taken out by the child for each PE lesson or removed by parents before school.

If you are intending getting your child's ears pierced then the best time to do this is at the beginning of the summer holidays, when the ears have time to heal with the studs in. Children cannot do PE with earrings in.

Our School Uniform

The school's emblem is a golden cross surrounded by trees representing our school's Christian ministry and our beautiful environment. Governors ask that all children wear the embroidered school emblem on their jumper or cardigan. The school's colours are **Emerald Green and Gold** and uniform is available from C & D Uniforms: <https://www.candduniform.co.uk/collections/trinity-c-of-e-va-primary-school> and from The Friends of Trinity School—uniformtrinitycoeprimarypta@gmail.com

Autumn/Spring Term:

- Gold Polo Shirt with or without school emblem
- Knee length shorts or long charcoal grey school trousers (no jeans/cords/cargo trousers)
- Charcoal grey skirt /pinafore
- Emerald jumper or cardigan with school emblem
- Charcoal Grey socks or tights (not trainer socks)
- School book bag (Year R-2)
- School rucksack (Year 3-6)

In addition for the Summer term and September:

- Green and white checked gingham dress
- Long or short white socks (not trainer socks)
- Emerald jumper or cardigan with school emblem

Physical Education

- Black **PE shorts** (not tight fitting leggings or shorts) or skorts
- Gold school polo shirt (with or without school emblem)
- White/Grey socks and trainers
- During winter months black track suit pants and the school sweatshirt (and fleece if available) should be worn for outdoor lessons.

Term Dates

Autumn Term 2027

PD Day Wednesday 1st, Thursday 2nd and Friday 3rd September

Monday 6th September – Friday 25th October (inclusive)

Half Term 25th October – 29th October

Monday 1st November – Friday 17th December (inclusive)

Spring Term 2028

PD Day Tuesday 4th January

Wednesday 5th January – Friday 11th February (inclusive)

Half Term 14th—18th February

Monday 21st February – Friday 31st March (inclusive)

Summer Term 2028

PD Day Tuesday 18th April

Wednesday 19th April – Friday 26th May (inclusive)

Half Term 29th May – 2nd June

Monday 5th June – Friday 21st July (inclusive)

Absences

If your child is absent from school or going to be late for any reason, please contact the school on Arbor on the morning of the first day of absence and on each subsequent day before 8.30am. Unless we hear from you, we have to record that absence in the register as 'unauthorised'.

These may be followed up by our Education Welfare Officer. We prefer that routine medical appointments are made outside of school hours or during the holiday, though recognise that this is not always possible—hospital appointments for example. If your child needs to visit the doctor during school hours please ensure that the office staff are informed.



Behaviour

Through our Personal, Social, Health Education we aim to develop children who see the need to behave as being part of their role in the world around them.

It is the responsibility of all staff and parents to lead and guide children so that they develop into caring, courteous and responsible adults. Children are reminded about how Christian values should influence their behaviour. Kindness, tolerance, self-discipline and consideration for others are values that we seek to foster in all children.

Our golden Rules are :

We will show respect for each other through kindness—We are kind.

We will celebrate the differences between each one of us—We welcome all people.

We will protect and take care of God's creation and all living things—We take care of our world.

Children will also contribute to deciding the class rules with their teacher. These rules apply to all school activities, whether on or off site. We wish to convey the message that we are a community that has high standards of behaviour wherever we are.

Bullying, racial or social harassment incidents will be taken very seriously and will be dealt with immediately. Parents will always be contacted as soon as possible. Please encourage your children to tell us if there is a problem so we can deal with it promptly.