



St. Thomas More

Parent Handbook:

taking you step-by-step
through starting school

Do more, be more, for yourself, for others for God

Welcome to St Thomas More Catholic Primary School



Mrs Doran-Hannon, Head Teacher, says...

Welcome to St Thomas More Catholic Primary School. It's great news that your child is starting at our school.

We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook and hand in your completed forms to the school on the evening of the new parents induction meeting.

Answering your questions

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 020 8303 8322 and we will be happy to help!

Policies and term dates

On page 14 are details of some important policies you need to know about...and page 15 has term dates.

Step 1

STEP 1: Admission Form ST THOMAS MORE CATHOLIC PRIMARY SCHOOL

The information requested in this document will be treated as strictly confidential to the professional staff concerned with your child's education. We ask that you complete **ALL SECTIONS IN THIS FORM**, so that we can record the correct information for your child. We are happy to assist you with filling out any part of the form.

Child details	
Surname:	Forenames:
Date of Birth: [] [] / [] [] / [] [] Gender: Male [] Female []	
Address:	
Post Code:	Home Telephone Number:
Name, address and phone number of previous school or pre-school group:	
Date of last attendance: [] [] / [] [] / [] []	

Parents/Guardians - Please state details of the person(s) with whom the child lives:	
Title: Mr/Mrs/Miss/Ms	Title: Mr/Mrs/Miss/Ms
Full name:	Full name:
Relationship to child:	Relationship to child:
Work telephone no:	Work telephone no:
Mobile no:	Mobile no:
Email:	Email:

Emergency Contacts	
If your child becomes ill during the school day we need to be able to contact you, or someone acting for you.	
Please give two emergency contact numbers, ensuring that your contact is someone who lives local enough to the school to enable them to collect your child.	
Emergency Contact 1	Emergency Contact 2
Name:	Name:
Contact no:	Contact no:
Mobile:	Mobile no:
Address:	Address:
Relationship to child:	Relationship to child:



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Parent/Parental Responsibility Information

Is there anyone else with parental responsibility? ☐ Yes ☐ No

In the case of separated or divorced parents, please enter here the name and address of the parents whose details were not given previously. Please indicate if they do/do not have parental responsibility.

Has you child ever resided outside the UK ☐ Yes ☐ No

if yes please provide details:

Name:	Title:	Name:	Title:
Address:		Address:	

Relationship to child:	Relationship to child:
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Telephone no:	Telephone no:
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Parental responsibility? <input type="checkbox"/> Yes <input type="checkbox"/> No	Parental responsibility? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Brothers and Sisters

Please list eldest first:

Surname	First Name	Gender	D.O.B.	School/Pre-school

Children in public care

Is your child in public care? ☐ Yes ☐ No

Has your child ever been in public care? ☐ Yes ☐ No

Authority:

Special Educational Needs

To your knowledge, does your child have any Special Educational Needs? ☐ Yes ☐ No

If yes please provide details:

Ethnicity, Language and Religion

Please tick the relevant box in each of the following:

Ethnicity

White	
British	
Irish	
Any other White background	
please state:	
Asian	
Indian	
Pakistani	
Bangladeshi	
Any Other Asian Black background	
please state:	

African	
Any Other Black background	
please state:	
Mixed	
White & Black Caribbean	
White & Black African	
White & Asian	
Any Other mixed background	
please state:	
Chinese	
Any Other ethnic background	
please state:	

Religion

Catholic	
Christian	
Hindu	
Jewish	
Muslim	
Sikh	
Other- please state:	
No Religion	

Language/Ethnic Origin

Which language is spoken most at home?	
Which languages are spoken within the family home?	
Child’s place of birth:	
Parent’s place of birth:	Mother:
	Father:

Local Walks

Every now and again, children are taken on local walks to suport the curriculum. This might be to the local post office or the local shops and is never more than twenty minutes away from the school.

I give permission for my child to take part in this. Please tick applicable box. ☐ Yes ☐ No

Photographic Images

Your child’s photograph or work and first name may be used for the school prospectus, MLE, school website, Twitter and other publications.

I give permission for my child’s photograph to be used. ☐ Yes ☐ No

E-Safety and Responsible Internet Use

As part of your child’s curriculum and the development of ICT skills, St Thomas More Catholic Primary School is providing supervised access to the Internet. We believe that the use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world. Please take time to read our Social Media Policy for Children available on our website.

As a school we have taken positive steps to prevent any pupil access to undesirable materials on the Internet. Our school Internet provider operates a filtering system that restricts access to inappropriate materials. E-Safety features as an integral part of our school curriculum.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the school cannot be held responsible for the nature or content of materials accessed through the Internet or consequences of Internet access.

Should you wish to discuss any aspect of Internet use please telephone to arrange an appointment with the ICT leaders.

School/Home Communications

St Thomas More Catholic Primary School wishes to ensure that there is good communication between the school and all families.

Please give details below if you require support in any of the following ways:

- information sent from school in alternative formats e.g. Braille, large print
- specific access requirements to the school buildings or to enable you to take part in consultation meetings e.g. interpreters for British Sign Language, loop system, explaining things over the phone.

Zero Tolerance – Abusive or Aggressive Behaviour

Our staff come to work to care for others, and it is important for all members of the public and our staff to be treated with courtesy and respect. Our policy on vexatious correspondence can be found on our website.

Schools have a statutory responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children both in and out of school.

As a parent/guardian I understand that I am responsible for disciplining my children or those under my care when they are not in school. I fully understand and am aware that the use of physical force in disciplining them may be illegal in certain circumstances. This may include where an implement has been used or where the use of that force resulted in injury and the use of prolonged physical stress positions. (This is where children are placed in a position of discomfort for a long period of time). I understand in these circumstances the school has a statutory duty to report such incidents to Children’s Social Care and that the police may be asked to investigate.

Should you want further information on statutory guidance and legislation please go to the St Thomas More Child Protection Policy on the school website

Having read the above information I agree to the above:

Parent’s signature

Mother/Father/Carer – please delete as appropriate

Medical Information

Child's Name:

Name of Doctor:

Surgery:

Address:

Telephone No:

My child is allergic to:

My child suffers from:

Is your child on regular medication:

(please give details)

Are there any other professionals who help your child? (e.g. speech therapist, health visitor, paediatrician etc. Please give details)

Does your son/daughter:
Please tick applicable box.

	Yes	No
1. Have any health condition or disability?		
2. Has it lasted or is it expected to last 12 months?		
3. Does this have a substantial effect on your child's ability to carry out day to day activities?		
4. Take regular medication?		
5. Regularly need to use an inhaler?		
6. Have any allergies?		

If you have answered yes to any of the above questions, your son/daughter may have met the Disability Discrimination Act 2005 definition of disabled, which means that you have certain rights under the law. Please tick the boxes below that more accurately describe your son/daughter's health condition or disability. The information will help us to identify what we need to do to support your child at school.

Does/will your child have difficulty with:
Please tick applicable box.

	Yes	No
1. Moving about the school and going on school visits?		
2. Use of hands and fingers? (e.g. holding a pen or pencil)		
3. Lifting, carrying or moving objects? (e.g. carrying school bag)		
4. Washing, going to the toilet, controlling the need to go to the toilet?		
5. Expressing themselves or understanding what others are saying?		
6. All of the work in school including reading, writing, number work or understanding information?		
7. Hearing or eyesight?		
8. Making friends, relating to adults, behaving appropriately in school?		
9. A medical need which has lasted or is expected to last more than 12 months and takes regular medication? (please give details under any other information)		
10. Complete health needs requiring daily assistance in order to maintain optimum health?		

Step 2

Step 3

Are there any other aspects of your child's health we need to be aware of?:

In the event of my child requiring emergency treatment and the Head Teacher (or her representative being unable to contact me), I give consent for a member of staff accompanying my child to approve the application of any emergency treatment including anaesthetic advised by the medical authorities for the well-being of my child.

Child's Name:

Signed:

Date: []/[]/[]

Mother/Father/Carer – please delete as appropriate

General Data Protection Regulation (GDPR)
In order to confirm with GDPR Regulations, we will annually send out information on how your child's data is processed.

- School Dinners
- Please be aware that the Office needs one week's notification if you wish to change from packed lunches to school dinners or vice versa.
 - KS1 Children are entitled to Universal Free School Meals.









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School Uniform

We tell our children to “Look smart, think smart.” They can only do that if you help them!
The school uniform is available from BOFFINS, Pickford Lane, Bexleyheath, as well as the usual high street stores.
School jacket, ties, caps, PE t-shirts, PE bags, book bags and water bottles are available from the School Office.

Girls			
Summer Uniform		Winter Uniform	
<ul style="list-style-type: none">Green/white checked dressDark green cardiganBlack flat-heeled shoes sensible white sandalsWhite ankle socksHouse colour capGreen blazer with badge (optional but very smart)Green, white or black hair ties/bands tiesPlease keep long hair tied back at all times.		<ul style="list-style-type: none">Grey skirt, pinafore dress or trousers (no belts)White shirtSchool Tie (elastic in KS1)Dark green cardiganBlack flat-heeled shoes (velcro not laced, unless your child can tie laces)Black, grey or green tights or knee-length white socksGreen blazer with badge (optional but very smart)School jacket or black or navy coatGreen, white or black hair ties/bands tiesPlease keep long hair tied back at all times.	
Boys			
Summer Uniform		Winter Uniform	
<ul style="list-style-type: none">Grey school shorts (YR-Y5)Polo shirt- white plain or with school crestGreen jumper plain or with school crestGrey socksBlack shoes (velcro or buckle not laced, unless your child can tie laces)House colour capGreen blazer with badge (optional but very smart)Smart hair styles no shaven emblems, long hair tied back		<ul style="list-style-type: none">Long grey trousersWhite collared shirtSchool Tie (elastic in KS1)Green jumper plain or with school crestGrey socksBlack shoes (velcro or buckle not laced, unless your child can tie laces)House colour capGreen blazer with badge (optional but very smart)School jacket or black or navy coatSmart hair styles no shaven emblems, long hair tied back	
Physical Education (all children) label everything!			
Outdoor		Indoor	
<ul style="list-style-type: none">Trainers velcro not laced, unless they can tie lacesBlack or navy jogging bottomsT-shirt in House colourWhite socksBlack or House colour sweatshirt		<ul style="list-style-type: none">Black plimsollsLoose black shorts (no cycling shorts)White socksT-shirt in House colour	
Please ensure that all items of clothing are clearly marked with your child's name. Trainers are only for PE. When purchasing uniform, buy the smart shoes that can be polished.			
Jewellery – Keep it at home for special occasions			
Children may wear wristwatches only if they can already tell the time. From Year 3 onwards they may wear a simple watch if they are still learning. Please do not bring your child to school wearing earrings. This will end up excluding them from the physical development aspect of the curriculum, due to health and safety issues. No earrings at all!			

“Look smart, think smart.”
Summer uniform may be worn right up to the October half term. However, if it is particularly cold, be sensible and change to the winter uniform. Winter uniform is compulsory from November until the summer term.
Please do not mix and match winter and summer uniform as it does not look smart.

Home – School Agreement

Name of child (Block Capitals):	Class:
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Do more, be more, for yourself, for others, for God.
At the centre of our school is love, a love of learning, of service and of improvement. With Jesus Christ as our teacher, we work to serve, contributing through education, to the wider community, to our parishes and our world. Christ has no hands or feet on earth but ours; we are His servants. By doing more and being more we recognise that it is through education that we can achieve our goals.

Parents/Carers	Pupil	School
To support the work of the school we/I will: <ul style="list-style-type: none">Support the Catholic values of the schoolEncourage my child to show respect and kindness to others.See that my child comes to school, is on time and suitably equipped.Take interest in my child's progress, support homework, attend parents' evenings and inform the school of any concerns.Adhere to the uniform policy.	To be the best that I can be: <ul style="list-style-type: none">I will work hard.I will play hard.I will pray hard.I will look smart.I will think smart.I will follow the school code of conduct.I will always try to BE MORE.	To ensure that every child achieves we will: <ul style="list-style-type: none">Work to ensure children make progress within their own potential.Provide opportunities for children to grow closer to God through Mass, assemblies and prayer.Identify God's unique creation in every child.We will follow our Code of Conduct.Be professional and fair and treat everyone with respect and dignity.
Signature	Signature	Signature
Head Teacher	Pupil's Name (print)	Parent/Carer's name (print)





Key information

What are our school times?

Foundation
Morning session: 8.55am to 3.05pm

Key Stage 1
Morning session: 8.55am to 3.05pm

Key Stage 2
Morning session: 8.55am to 3.15pm

Arrivals and departures
A member of staff is on duty in the playground from 8.30am. Children can be dropped off from this time. The morning bell is rung at 8.40am, which is when children go in to their classes. Gates are locked at 8.55am. Any pupil arriving after this time, will need to go in to school via the main entrance and will be considered late.

Parking
There are weekday parking restrictions on Sheldon Road between 8.00am to 4.30pm. Please remember not to park on zigzag lines, on double yellow lines or in front of dropped kerbs. We also ask that parents or taxis do not use the school driveway. We ask parents to be considerate of other parents and neighbours. But most importantly, consider the safety of all our children when driving to the school and take extra care in the roads near the school.

‘Saints and Scholars’ before and after school care
The ‘Saints and Scholars’ Club is our programme which provides before and after school care. The morning session runs from 7.30am - 8.45am and the afternoon session runs from 3.30pm - 6.00pm. Children are cared for in the hall and take part in a variety of activities. We also provide food. We charge £5 per child for each Breakfast Club session and £10 per child for each After School Club session. Concessions will be made if more than one child attends from the same family. Please ask the School Office for more details.

Food in school

Lunch
There are two options for lunch in school. Children can either have a cooked meal (with a vegetarian option) that parents pay for, which is provided by Harrison’s Catering, or parents can provide a packed lunch. Once you decide which option your child would like to have, the School Office requires one week’s notice regarding any further change of lunch arrangements. Parents will also need to complete a form, which can be found at the School Office.

School dinners
All children in Reception and Key Stage 1 are entitled to Universal Free School Meals. We would ask parents to strongly consider this, as receiving a hot meal during the school day can aid concentration over the afternoon sessions. Your child may still be entitled to free school meals, so please complete the enclosed form. The school benefits financially for every child that signs up for this free school meal.

Packed lunches
Packed lunches should be healthy, filling and nutritious. It is a long day at school and a good lunch will mean that the children can keep up the energy they need throughout the day. Good ideas for lunch boxes are sandwiches, pasta, cold meats as well as cheese, fruit or vegetable crudites, a yogurt as well as a drink of water or juice. We have a healthy eating policy and have a high number of children with food allergies. This means that fizzy drinks, nuts, peanut butter, chocolate spread, sweets or chocolate are not permitted in lunchboxes.

Snacks and drinks
During the school day the children have unrestricted access to water. The Government provides free snacks of fruit or vegetables for children up to the age of seven years. This can be anything from strawberries to carrots or dried fruit.

Milk is also available to order directly through ‘Cool Milk’. Children have their milk at break time (11.00am - 11.15am). If you have a child who is particular about the foods they eat, or who is hesitant in trying new foods, you can send in a labelled fruit snack each day.



Frequently Asked Questions

Here are our answers to what we find are the most frequently asked questions. If you have any questions that are not answered here, please contact the School Office and we will be happy to help!

Absences

Please contact the school on the first day of absence if your child is absent. Please ring the School Office and leave a message. Alternatively, you may wish to send an email to office@stm.bexley.sch.uk or via ParentMail.

If, on the first day that a child is absent we have not heard from parents or carers by 9.30am, you will be contacted. This is our duty of care. In line with Government guidelines, holidays during term time will not be authorised. Every day counts in the education of a child. To report an absence by telephone, please call 020 8303 8322 and press 1.

School Payments

We are a cashless school. Please ensure that any payments to school are made via SIMs Agora or cheque. If you are sending cheques in to school, please place it in a separate envelope (for each purpose) with your child's name and class and please state clearly on the envelope what the money is for. Ideally, children will pass the money to their class teacher, who will send the money to the office. Saints and Scholars money, as well as dinner cheques, are received on a Monday, as this will allow our records to be kept up to date on a weekly basis.

Online payments

Parents can pay online via 'SIMs Agora'. You can make payment for things such as school meals, trips, uniform and Saints and Scholars. This system ensures that all payments are recorded accurately and is therefore the preferred method of payment. When your child starts school, you will receive a unique code that is required to set up your account on SIMs Agora. Parents who fall behind in payments will be given reminder letters. Payment plans can be arranged through the School Office.

If the letters go ignored and no payment is received, we will contact you to inform you that services will be stopped until this has been resolved. If parents are finding payments difficult, they should ask to make an appointment with the Head Teacher.

Clubs and Activities

We have a wide range of free and paid clubs which are run by members of staff during lunch and after school and also by external organisations. All of our clubs are very popular and our pupils enjoy them immensely. We hope there is something that will interest all of our pupils.

Clubs and activities on offer can vary according to time of year. If you would like further information about what we offer, please check our 'clubs' section on our website, or speak to the School Office.

Special Educational Needs

Inclusion

At St Thomas More Catholic Primary School we want to ensure that all children have the same opportunities and that barriers to learning and participation are removed. We want all pupils to be respected, valued and given the opportunity to participate as equal members of the community, so they can reach their full potential. This spirit covers all aspects of school life, not just the academic curriculum.

Provision for children with special needs

We ensure that we identify pupils with special educational needs and disabilities at the earliest opportunity and put measures in place to ensure their needs are met. We involve parents in this process and keep them informed about their child's progress. We may involve external agencies to provide the best support possible for our children.

The Deputy Heads, together with the Special Educational Needs Coordinator (SENCo), take responsibility for prioritising the training needs of staff and overseeing progress for all our children who have special needs.

Charging Policy

We recognise that the wide range of additional activities, including clubs, visits and residential experiences, can make a valuable contribution towards a pupil's personal and social education. It is hoped that parents will be prepared to make the necessary voluntary contributions towards these activities. If this causes difficulties, please contact the school, as we may be able to offer financial support. If we know that a family is in receipt of certain benefits, we will contact them in confidence if any chargeable activities are being arranged, to discuss waiving all or part of the costs. No pupil will be excluded from the activity for not having paid the contribution. However, if not enough voluntary contributions are received, we may have to cancel the trip or activity.

Medicine in School

If a child needs to take medicine in school, we ask that parents complete a form which can be downloaded from our website or a form can be completed at the School Office. Medicine can then be administered by one of our first aiders.

Asthma Inhalers

If your child has asthma, it is essential that you send them to school with a suitable asthma pump. This will be kept in a safe box within the classroom, should your child need it at any point during the day.

Epipens

If your child suffers from any condition that may require them to need an epipen, you must inform the School Office immediately. The School Office will then keep two pens in school, should the need arise to use it. Your child will have a care-plan set up for them which details their allergy and any side effects.

Please note, parents/carers are responsible for ensuring their child's medicines, inhalers and two epipens are in date and replacing any if necessary.

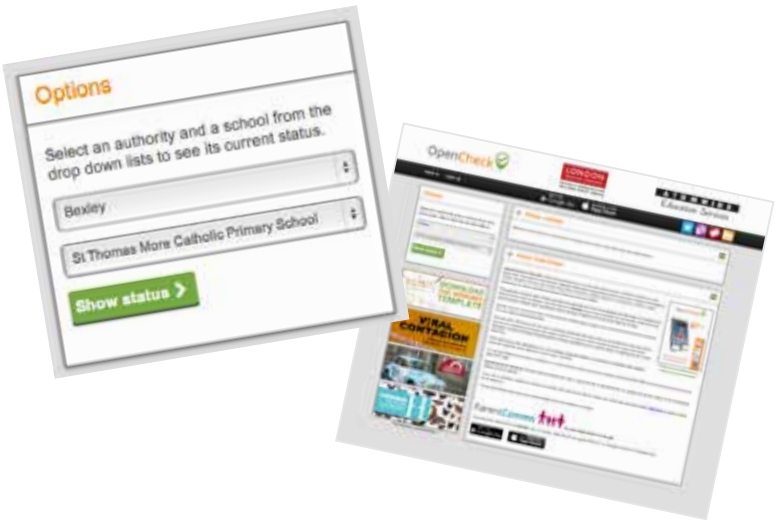
Contacting Parents

In case we need to send a child home because of an accident or illness, it is essential that we have a daytime contact number for you. We also need an alternative contact number in case we cannot reach you. You will appreciate the need to keep this information up-to-date and it is vital that you let us know about any changes as soon as possible. We ask that parents complete a 'change of contact information' form which you can get from the School Office, or email us at office@stm.bexley.sch.uk. To help improve these areas we use a service called ParentMail, which is used by over 3,500 schools across the UK to communicate with 2 million parents by email and text message. Do not send personal messages via the account.

Frequently Asked Questions

School Closure Information

A new online notification system has been developed to keep parents up-to-date about unplanned school closures. If the school is closed, for example due to bad weather, it will be posted on the following website: <https://opencheck.atomwide.com/Default.aspx>



Working with parents

Parental involvement

We welcome the contribution that parents make to the school and we actively encourage parents to be involved helping out during the school day. Parents are often asked to volunteer their time to accompany classes on school trips. Some of these activities may involve a DBS check.

If you have any particular skill or talent that you feel would be of benefit to the school, please let the class teacher know. For example, some grandparents may have been evacuees and would be able to talk to children about their experiences. Your job may be of use to us, e.g. people who help us, firemen, nurses, dentists, doctors, police officers.

FROSTM (Friends of St Thomas More)

As a parent of a St Thomas More pupil, you are automatically a member of FROSTM. We organise a range of fundraising events throughout the school year. The funds raised are used for use in the school to provide extras for the children; examples are outdoor classroom, play equipment and special events.

Please volunteer to help out at events whenever possible and support them by attending with your family. Any amount of time or any talents will be of use in these events. Events in the last year have included: Christmas Fayre, Children's Disco, Inflatable Day, Summer Fayre. Look out for details of events in the school's weekly newsletter. It is a great way to help the school, your child and to make new friends.

At home

'Parental involvement' is not confined to school. Children are learning all the time and parents are partners in education with the school. We provide homework and hope that it remains a time when children and parents can have some fun working together. Read, count and pray every night with your child in preparation of their school journey at St Thomas More.

Meeting the teacher

We have an open door policy and appointments can be made at a time that is convenient for both the teacher and parent. Please remember that the start of the school day and the end of the school day are very busy times for the teachers, so if you need to pass information on at these times, notes are the easiest, most effective way.

If you have a concern about your child, please make an appointment at the School Office to speak to your child's class teacher.

Viewing your child's work

Every Friday at the end of the school day, parents are welcome to visit the classrooms of the children to view their books (English, Maths, R.E. and Science). This is an opportunity for you to discuss with your child the work that they have completed that week. Teachers will not be available for parent/teacher conferences at these times, but should you wish to talk to the teacher, you will be invited to make an appointment at a convenient time.

Parents' Evenings

There are Parents' Evenings in Autumn and Spring for you to discuss your child's progress. We issue an end of year report in July.

Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

High standards

At St Thomas More School we believe policies are very important and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can go online to www.stm.bexley.sch.uk where they are listed under important documents section.

Key policies

Some of our key policies are:

- Admissions policy
- Anti-Bullying policy
- Charging & Remissions policy
- Equalities policy
- Inclusions policy
- Separated Parents' policy
- Social Media Policy for Children
- Safeguarding and Child Protection policy
- Teaching and Learning policy



Autumn Term 2018

Monday 3rd September – Friday 19th October

Half term – Monday 22nd October – Friday 26th October

Monday 29th October – Friday 21st December

Spring Term 2019

Monday 7th January – Friday 15th February

Half Term – Monday 18th February – Friday 22nd February

Monday 25th February – Tuesday 9th April

Summer Term 2019

Tuesday 23rd April – Friday 24th May (excluding 6th May)

Half Term – Monday 27th May – Friday 31st May

Monday 3rd June – Tuesday 23rd July

Development Days

3rd September 2018

12th November 2018

24th May 2019

18th July 2019

19th July 2019





Get in touch

It is easy to get in touch with the school. Whether to ask a question, leave a message, make an appointment to see someone, or to raise a concern. The office is manned from 08:30 in the morning until 16:00 in the afternoon, during term time Monday to Friday. Our School Secretary will be happy to help with all enquiries. At all other times a telephone answering machine will be in operation. Alternatively, please feel free to email us (but not for urgent matters) as emails will be dealt with as quickly as possible, as workload permits.

School Secretary
St Thomas More Catholic Primary School
Sheldon Road
Bexleyheath
Kent, DA7 4PH

Telephone 0208 303 8322
Email office@stm.bexley.sch.uk
www.stm.bexley.sch.uk