



Prospectus 2021

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St Thomas More Catholic Primary School

Head of School: Mr G Jamieson BA(Hons) PGCE

Appleton Road, Eltham, London, SE9 6NS
Telephone: 020 8856 9153 www.stmprimary.org



July, 2021

Dear Parents

I am extremely pleased to welcome you to our school and look forward to working with you to provide the best possible opportunities for your child. Starting school is an extremely important stage in a child's life. We will work together to ensure a secure start and a successful time at school.

It is important to emphasise that your child will be entering a safe, caring and happy learning environment. They will be given the opportunity to enjoy the learning process taught by enthusiastic and committed staff. Our school is dedicated to high, realistic standards in all aspects of its life and work.

By working in partnership with parents we do the best for each and every child in our care.

I hope this 'Welcome Pack' will be helpful in providing you with useful and relevant information. If you require further information or you wish to consult us on a specific matter please do not hesitate in contacting us.

During this challenging time of the Covid pandemic we will be adjusting the movement and break/lunch times of our children. Parents are invited to wear masks at school pick up time and the school will be following DfE guidance in asking children to self-isolate at home if they or any of their household have any of the three known symptoms.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'G Jamieson', written in a cursive style.

Mr G Jamieson
Head of School



St Thomas More Catholic Primary School

Our Mission Statement:

“Share the light of Jesus, by learning together and loving others.”

Our principal role as a Catholic school is to participate in the mission of the Catholic Church by providing a framework which will help children to grow in their understanding of God, The Gospel and in the practice of their faith.

The school will help the children to develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society.

We are inspired by our Catholic faith and the Gospel vision of love, equality, justice, reconciliation, mutual respect and service.

We seek to create a community which:

- Offers opportunities for all pupils and staff to aspire to achieve our God given potential;
- Is a place where our pupils can flourish and grow emotionally, academically, spiritually, physically, morally and socially;
- Offers opportunities for individuals to strive for excellence, enlightenment and understanding;
- Ensures every individual feels safe and valued;
- Provides a centre of excellence where our pupils can learn to become active members of society.

Our School

Our school was built in 1929 as a community hall; with the efforts of volunteers from the parish it was altered and developed to become a school to meet the needs of the Catholic Community in the immediate area. The school has continued to grow both in size and popularity. Many of our parents and even some of our grandparents have been pupils at the school. Although most of our pupils live close by, we still have families with a long connection with the school, who have moved out of the area, who are keen to have their children educated here. Throughout the years our school has remained a central part of the community, retaining a strong working partnership with the parish of SS John Fisher & Thomas More.

Over the years the one storey building with three rooms has been extended considerably. The school now provides seven classrooms, an Inclusion Classroom, Technology Room, Music Room, Library and Computer Suite. The original hall is now the main school hall which is used for assemblies, music, PE and lunches. In January 2018 the school opened our own kitchen on site, with our own School Chef to prepare and cook all school dinners.

The school has a very caring team of teachers, support staff and parents who take a great pride in the achievements of the children and the reputation of the school.

Teaching Staff 2020-2021

Mr G Jamieson – Head of School

Mrs L Collins – Deputy Head of School

Mrs S Barnes – Assistant Head of School

Mrs K Worley/Mrs N Ivashkevitch	St Francis	Reception
Miss Z Bruce	St Joseph	Year 1
Miss O McGill	St Theresa	Year 2
Miss L Bone	St Martin's	Year 3
Mr G Sedgewick/Mr R Bullock	St Bernadette's	Year 4
Mrs S Ingram / Miss S Horton	St David's	Year 5
Mrs L Collins / Miss S Horton	St Patrick's	Year 6
Mrs S Barnes	SENDCO	

School Uniform Policy

- Parents are sent an annual reminder about school uniform, which will include a list of the correct uniform items. List on the school website.
- Parents are responsible for ensuring that the children in their class are in the correct uniform. This includes having the correct PE kit.
- Parents will be informed if their child's uniform is incorrect.
- If a verbal warning to the child does not result in the correct uniform being worn, a standard note should be sent home to the parents.
- Parents should notify teachers by letter if a child has to deviate from the uniform code, due to a medical issue.

School Uniform

Children are expected to wear and be proud to wear our school uniform.

Boys	Girls
Grey Trousers	Navy Skirt or Pinafore
White Shirt	White Blouse
Navy Jumper	Navy Cardigan or Jumper
Red Tie	Red Tie
Grey or Black Socks	White or Navy Blue Socks / Navy Blue Tights
Black Shoes - no Boots or Trainers	Black Shoes - No Boots or Trainers
Dark Blue / Navy Blue Overcoat	Dark Blue / Navy blue Overcoat
Summer – Grey Shorts	Summer - Red Checked Dress

ALL CHILDREN – PE KIT
<ul style="list-style-type: none"> • Drawstring bag containing white t-shirt, red PE shorts, trainers or plimsolls. PE kits are to remain in school.
ALL CHILDREN – PE KIT – COLD WEATHER
<ul style="list-style-type: none"> • Children may wear a plain navy blue track suit when outside – no fashion logos. Not to be worn once inside or as part of the main school uniform

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Uniform Rules:

- All clothing / possessions should be clearly named.
- No jewellery to be worn; including earrings
- No make-up, including nail varnish, or temporary tattoos.
- Pupils may wear a watch of a suitable size.
- Pupils may wear a hat, gloves or mittens, a scarf or a sun hat / cap.
- Hair bands, hair ribbons may be worn, **however**, large or ornate hair decorations are not permitted.
- Hair must be tied back for PE.
- Pupils in classes Reception to year 4 need a book bag for their reading books and homework. Children in year 5 and 6, may use a bag suitable for their equipment.
- Dyed or coloured hair is not permitted. Extreme hairstyles are not acceptable.
- In rainy or snowy weather, children may wear boots to school and then change into their standard school shoes.

SWIMMING KIT - <u>YEAR 4 ONLY</u>	
Boys	Girls
Swimming Trunks or Swimming Shorts (above the knee, no Bermuda style shorts)	One Piece Swimming Costume
Swimming Hat	Swimming Hat
Swimming Goggles	Swimming Goggles
Towel	Towel
Hairbrush/Comb	Hairbrush/Comb

The following items of school uniform can be purchased at JK Clothing, 148 Well Hall Road, Eltham, SE9 6SN, Telephone Number: 020 8859 4004

- *Infant Book Bags*
- *Junior Book Bags*
- *PE Bags*
- *PE Shorts*
- *School Ties*

Opening times; Mon-Friday, 09:00-17:30 and Saturday 09:00-16:00.

Children are expected to wear and be proud to wear our school uniform. Please ensure that you clearly label all items of clothing and footwear with your child's name.

The School Day School gates open promptly at 08:50

09:00	Registration	
10:10	Assembly	
10:15-10:30/10:35-10:50		Morning Break Infants/Juniors
12:00 - 13.00		Lunch Break (Juniors)
12:00 - 13.15		Lunch Break (Infants)
14:00 - 14.15/14:20-14:35		Afternoon Break Infants/Juniors
15:15	End of day (Infants)	
15:30	End of day (Juniors)	

Teaching Hours

(Excluding registration and assemblies)

Age 4 yrs - 7 yrs:	21:00 hours
Age 8 yrs - 11 yrs:	23:50 hours

Breaktime

Children are supervised by two members of staff in the playground in dry weather. Children are not allowed to remain in classes unsupervised. Please note children need to be appropriately dressed for the weather.

Wet Play

The decision on wet/dry play is made by the members of staff on duty that day, and a message is sent around the classes just before playtime. Where possible we will have the children playing outside at break.

Juniors in the classrooms on the top corridor remain in their rooms and are provided by their class teacher with a store of games/comics and drawing paper kept especially for wet plays.

The infants are brought into the hall and are supervised by the staff on duty.

Lunchbreak

All hot lunches and packed lunches are supervised by the lunchtime support staff.

Second sitting children come in when a bell is rung. If there is time, they go back out to play when their lunch is finished.

If we do have wet weather, the lunchtime support staff supervise children in classrooms where the children have suitable wet play activities available.

Pastoral Care

The well-being of children is of paramount importance. As a parent, the main responsibility for your child's welfare rests with you. Once a child is in school we assume a "loco parentis" role and we are committed to providing a safe and caring environment for your child.

However, it is essential that we work together, and it is this ongoing partnership between home and school which ensures that successful relationships are maintained and that your child benefits fully from his or her primary years. Your help in the following matters really does help us in the care of your child and in the smooth running of school.

Fruit

Fruit is provided for all the children in their early years at school. Juniors can bring in a piece of fruit to eat at break-time. We have found this to be very popular with the children and even those who are not keen to eat fruit at home seem very eager to eat it at school.

Lunch Arrangements

School meals are provided free of charge to all children in Reception, Year 1 and Year 2. Thereafter they are charged at the rate of £2.30 per day (£11.50 per week). Meals should be paid for in advance via your child's online payment account (please see "Additional Information" section). Free School Meals are available to children whose parents receive certain state benefits and you are encouraged to claim these, if appropriate, as in addition to helping you it can increase the school's funding.

If you would prefer your child to have a packed lunch, you must notify the office in advance and children can only change at the end of a half term.

Illness

Please contact school on the first day of absence due to sickness and notify us of contagious and infectious illnesses as soon as these are confirmed. Children who have been absent due to sickness and diarrhoea should not return to school for 48 hours. Once your child returns to school, a note about the illness needs to be given to the classteacher.

Parents are requested to complete an Emergency Contact Form when their child first begins school and keep us informed of any changes of address or contact number(s).

Covid-19

If your child presents at school with any of the symptoms then they will be taken out of class and isolated until a family member is able to collect them. Your child is required to self-isolate at home for ten days or until a negative test result is obtained. If any household members have symptoms then all of that house should remain at home for fourteen days unless the person (only the one with symptoms) receives a negative test result.

The three symptoms are: 1) A new persistent cough, a high temperature, a loss of taste or smell.

The following site will help guide parents whether their child is too ill for school.

<https://www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school/>

Medicals

A nurse from Oxleas NHS School nursing service carries out some medical examinations in school: checks on hearing, eyesight, height and weight are routine and if follow ups are required the school nurse will be in contact with you.

Medical Care: Long-term Medical Needs

The school needs to know about any medical needs before a child starts school, or when a pupil develops a condition. Information about specific needs will be shared as appropriate with staff, including supply staff.

Illness During the School Day

If a child is unwell at school, we will make every effort to contact the parents/carers. It is very important that we have up-to-date home/work telephone numbers or other contact numbers. Until we have contacted the child's parents/carers, we will take any action required in the interests of the child.

Emergency Procedures

A pupil taken to hospital by ambulance will be accompanied by a member of staff who will remain until the pupil's parents/carers arrive.

Administering Medication

There is no legal duty which requires school staff to administer medication, this is a voluntary role. Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

The school will only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by the pharmacist and include instructions for administration. If you require the school to administer prescribed medication to your child, you must complete a separate form giving the school permission to do so. All medication must be handed into/collected by an adult via the School Office.

Storing Medicines

Staff will not dispose of medicines. Parents/carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal.

Sharing problems

All children may, at some time, feel the need to talk confidentially to a member of staff and should be encouraged to do so if this helps them to cope. Similarly, parents are welcome to discuss problems with the class teacher or Inclusion Team. Please do keep us informed of matters which may affect your child so that support may be extended at difficult times.

Keeping you informed

Reception children have a Contact Book through which the teacher and parents can communicate.

Teachers freely give of their time for discussion with parents at the end of the school day; however there are many meetings and courses for them to attend at the end of the day so it is advisable to pre-arrange a time if a lengthy session is likely. Similarly the Head of School is available to discuss matters with parents, but an appointment made for a mutually convenient time will prevent interruptions.

In addition to reporting evenings, parents are invited to school on many occasions such as class assemblies, school celebrations and special events. Your support on these occasions is really appreciated by children and staff.

Parents are kept informed of developments by the school website www.stmprimary.org, text messaging, newsletters and by informal meetings.

Helping your child

There are several little things which make a big difference to a child in school and ensure a successful day. Help your child to develop independence by encouraging him or her to do things for himself or herself and to look after possessions. Children have to accept responsibility, but labelled clothes, a special place at home to put things to be brought to school and money in a carefully labelled envelope help them to develop this.

Birthdays

Birthdays for the week are celebrated by the whole school each Monday where the children receive a birthday sticker and pencil from the Head of School. Children may bring in sweets for their class on their birthday - these are given to the class at the end of the day. Please be aware that all varieties of nuts are discouraged in school i.e. in birthday treats/gifts and packed lunches. This is due to some of our school children having very severe allergies.

School Rules

Encouraging your child to conform to our school rules and being generally supportive of school is an important factor in sustaining your child's enthusiasm for school.

Books

The best way you can help your child with reading is to share books together as often as possible. A shared story can be a wonderful experience and helps develop their interest in reading. Watching your child learn is, as you know, an incredible experience. Enjoy it.

Please make use of the book folder to carry books to and from school – children will be given reading books from school.

Health & Safety

We have a Health & Safety Policy which is available in the School Office.

The School Nurse conducts Health Interviews for the Reception class and Year 6 pupils. The nurse can be available by appointment to discuss any worries over health issues you may have for your child.

Road Safety

The roads around most schools get very congested at the start and end of each day. Our school is no exception. So please be aware of all our children and please be a good role model for all the children. Where possible we encourage parents to walk or cycle their child to school.

A CHILD'S BEST ROAD SAFETY TEACHER IS HIS/HER PARENTS

In reinforcing this statement parents need to be aware that:

- The school will not allow children to leave the school unless they are accompanied by a parent/guardian or by an adult appointed by them. (Older children will be allowed to travel home unaccompanied provided that written consent has been received by the school from the parent/guardian.)
- Parents are requested to observe the double yellow lines in the Short Way. Inconsiderate parking can obstruct the public highway and pedestrian access as well as hindering local residents who use the garages which open onto this road. Please do not park across local residents drives or dropped kerbs.
- Parents are also asked not to park in front of the school's emergency access gates which open on to the Short Way.
- The School recommends that children wear luminous strips on their uniform.

BE SEEN

BE SAFE

Summer Term 2021

Term 5 Monday 19 April – Friday 28 May

May Day Monday 3 May

Half Term Holiday Monday 31 May – Friday 4 June

Term 6 Monday 7 June – Friday 23 July (1pm finish)

***Additional Twilight & INSET to be confirmed**

Use of the Internet

As part of the school's ICT programme we offer pupils supervised access to the Internet. **Before being allowed to use the Internet, all pupils must obtain parental permission and both they and you must sign and return the enclosed form as evidence of your approval and their acceptance of the school rules on this matter.**

General

Pupils are responsible for good behaviour on the internet just as they are in a classroom or a school corridor. General school rules apply.

The internet, primarily, is provided for pupils to conduct research and backup their work. Parents'/carers' permission is required before a pupil is granted access.

Access is a privilege, not a right, and that access requires responsibility.

Individual users of the internet are responsible for their behaviour and communications over the network. Users must comply with school standards and honour the agreements they have signed.

Computer storage areas (including any external storage media you bring to school) will be treated like the children's storage trays. Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that files stored on servers or storage media are always private.

During school, teachers will guide pupils towards appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, mobile phones, movies, radio, social media and other potentially offensive media.

The following are not permitted within the school environment:

- Accessing personal emails or accounts;
- Sending or displaying offensive messages or pictures;
- Using obscene language;
- Harassing, insulting or attacking others;

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- Damaging computers, computer systems or computer networks;
- Violating copyright laws;
- Using others' passwords or accounts;
- 'Hacking' into others' folders, work or files for any reason;
- Intentionally wasting limited resources, including printer ink and paper.

Sanctions

- Violations of the above rules will result in a temporary or permanent ban on internet/computer use;
- Your parents/carers will be informed;
- Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour;
- When applicable, police or local authorities may be involved (see Behaviour and Anti-Bullying Policy);
- If necessary, external agencies such as Social Networking or Email Member sites may be contacted and informed.

Pupils

- You must have your parent's/carer's permission before using the internet;
- You must have a supervising teacher or member of staff with you at all times when using the internet;
- Do not disclose any password or login name to anyone, other than the staff responsible for running and maintaining the system;
- Do not upload/send personal addresses, telephone/fax numbers or photographs of anyone (staff or pupil) at the school;
- Do not invite staff to join your social media group/s;
- Do not download, use or upload any material which is copyright. Always seek permission from the owner before using any material from the internet. If in doubt, do not use the material;
- Under no circumstances should you view, upload or download any material which is likely to be unsuitable for children. This applies to any material of a violent, dangerous or inappropriate content, including games. If you are unsure ask your teacher;
- Always respect the privacy of files of other users;
- Be polite and appreciate that other users might have different views than your own;

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- The use of strong language, swearing or aggressive behaviour is not allowed;
- Ensure that you have followed the correct procedures for using the internet;
- Report any incident which breaches these rules to your teacher.

Additional Information

Reception Class

Children start school in the academic year which includes their 5th birthday. We stagger the children's start dates and start them in small groups so that the class teacher can provide special attention during the child's first days.

Milk

School Milk is provided by 'Cool Milk' – parents need to register their child online at www.coolmilk.com. Up until a child's 5th birthday there is no charge for milk, thereafter parents are required to pay. Parents/Carers please register at least 2 weeks in advance to ensure that your child's allowance is delivered. Please be aware that school milk is not organised by the school, we merely distribute the milk each day.

School Money Online Payment System

We are delighted to advise that we offer the facility for parents to make payments online for school activities such as school dinners, school trips and school clubs.

Our www.schoolmoney.co.uk facility will allow for both parties to experience a streamlined, cost-effective and efficient payment collection system in a secure and safe environment. The process will start by the school sending you an email or text message. This will contain details such as, the web address and the password you will need to log on with.

From time to time you will receive a text message from the school inviting you to access a website as an option to make a payment for an activity. We would appreciate your support in this matter.

To ensure that we all experience maximum benefit from this service, we would ask all parents to advise us of their mobile numbers and email addresses and keep updated of any changes.

If you are unable to use our online cashless system to make payments, you are still able to pay by cash/cheque in the school office.

School Policies

A wide selection of our school policies are available on the school website. Further information is available via the school office.

Finance

The School receives an annual Budget from Royal Borough of Greenwich. Financial support is also given by the Parent Teacher Association (PTA) who raise funds throughout the year for the Head of school to spend in consultation with the staff.

The PTA

On your child's entry to School, you are automatically a member of the PTA. There is no subscription fee to join this club! The Committee is elected annually. They work hard to organise social functions and provide many "extras" for the children. Please complete and return the enclosed form with regards to supporting the PTA.

Complaints procedures

Any comments or complaints should initially be made to the Class Teacher in order to resolve any misunderstandings.

Any major problems or difficulties related to your child's education should be brought to the attention of the Head of School. If the matter cannot be resolved informally, a formal complaint should be brought to the Governing Body in writing.

Governors

This voluntary body is composed of eight Foundation Governors appointed by the Area Bishop, two Parent Governors elected by parents one Teacher Governor and one Staff Governor elected by the staff; one co-opted Governor; and the Head of School. In addition, there are two Local Education Authority representatives on the Governing Body.

Breakfast/After School Clubs

The school runs an on-site Breakfast and After School Club (Hopscotch). This runs from 7.30 am until 8.50 am and then from 3.15/30 pm until 5.50 pm.

Financial Support for Pupils

If you, as a Parent/Carer are in receipt of certain benefits then we recommend that you register with the council for a Pupil Premium Grant. This grant will not only pay for a free school meal when your child is in Years 3-6, but it also provides additional funding to the school. This extra money goes towards things like extra tuition, learning assistants and after-school activities.

We recommend you apply for this grant, even if your child is in infants or KS1 (Reception, Year 1 and Year 2) and are given a free school meal, or if your child does not eat the school meal as the extra funds will support the school in providing them with a greater range of resources and opportunities and your child will be entitled to a free school meal in the Juniors.

It is important that you sign up for this grant by completing a pupil benefit registration/application form. This can be collected from the school office, or by downloading the form from the website below:-

http://www.royalgreenwich.gov.uk/info/200047/grants/395/benefits_for_primary_and_secondary_school_pupils/3

Grants are available for all school-aged children in Year 3 or above whose parent(s), carer(s) or guardians(s) receive one of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part six of the Immigration and Asylum Act 1999
- Child Tax Credit only (provided you are not entitled to Working Tax Credit and your annual income does not exceed £16,190)
- Pension Credit Guarantee
- Universal Credit
- Working Tax Credit run-on (paid for four weeks after you stop qualifying for Working Tax Credit).

If you meet any of these criteria, I urge you to register as it will benefit your child. The school will support any families who have been awarded this grant, by paying for all day trips (not funded by the PTA), and to partly pay for the residential school journey in Year 6.

General Data Protection Regulation (GDPR)

You may be aware of the recent changes to the rules surrounding data protection that came into effect in May 2018. Parents will be asked for their permission to use a child's photograph in school.