

St Thomas More Catholic Primary School

Oxford Road Kidlington OX5 1EA



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WELCOME PACK – Foundation Stage & KS1

Dear Parents/Carers

A very warm welcome to St Thomas More Catholic Primary School!

Please find attached the following letters.

- ❖ Home School Agreement
- ❖ Local study/Visit Consent Form
- ❖ Medical consent
- ❖ Pupil Premium
- ❖ School Dinners and Dietary needs
- ❖ Privacy notice
- ❖ Parents Responsibilities
- ❖ Pupil Acceptable Use Policy Agreement Foundation and KS1

Please read through, sign and return them to the school office as soon as possible.

We must receive these important documents before your child joins our school.

Yours sincerely

Mrs M-C Hardie
Headteacher

Chair of The Board of Directors: Mr Paul Concannon

An academy within The Pope Francis Catholic Multi Academy Company which is a company limited by guarantee and an exempt charity registered in England and Wales with company number 9113542 and registered address Addison Road, Banbury, Oxon, OX16 9DG.

Providing outstanding education for our children with 'The Joy of the Gospel' at its heart

HOME – SCHOOL AGREEMENT

Our School Mission Statement:

To promote the formation of the complete person based on the example and inspiration of Jesus Christ and to help the pupils develop a personal relationship with God in their journey through life. To ensure every child shares in an educational environment filled with love and concern – a community joining together to help create a better world.

The community of St. Thomas More, at all times and in all that it does, attempts to serve as a witness to the Catholic faith in Our Lord Jesus Christ.

We believe that parents are the first and foremost educators of their children and that we are called to support them in their God given task. Each child in our school is valued and encouraged to achieve human wholeness – spiritually, morally, emotionally and academically in a happy, secure and Christian environment.

We will always do our best to provide the best possible education for every child.

SCHOOL'S EDUCATIONAL RESPONSIBILITY

We acknowledge our responsibility to support parents in their task of nurturing their children towards human wholeness within a Christian community.

Therefore we will:

- ❖ Provide a friendly welcome to your child and a secure, stimulating, Christian environment in which to learn
- ❖ Ensure that your child is valued for who he/she is and help to make good progress in their spiritual, moral, emotional and academic development
- ❖ Treat your child with the dignity and respect they require, encouraging them to full human wholeness
- ❖ Demonstrate our faith and our school's foundation in the teachings of Jesus Christ, by what we teach and the way we live and worship in our school
- ❖ Do our best to provide the best possible education we can for your child and enthusiastic teaching rooted in our beliefs, our values and our skills
- ❖ Provide you with information about your child's progress and provide you with opportunities to talk to teachers
- ❖ Keep you well informed about school policies and activities through regular letters and newsletters
- ❖ Set, mark and monitor homework suitable to your child's needs
- ❖ Send home an annual report of your child's progress
- ❖ Contact you if there is a problem with your child's attendance or punctuality
- ❖ Inform you of any concerns regarding your child's behaviour, work or health
- ❖ Challenge your child to strive for the highest standard of personal, social and intellectual development and aim for excellence in all they do

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PARENT RESPONSIBILITIES:

We acknowledge that we as parents are the primary educators of our children and have an irreplaceable role to play in supporting our children's learning at school.

Therefore I / We will try to:

- ❖ See that my child attends school regularly, on time and suitably equipped
- ❖ Inform the school of any concerns or problems that might affect my child's work or behaviour
- ❖ Support the Christian Values of the school community
- ❖ Give my child opportunities for home learning and support homework from school
- ❖ Support the school's policies and guidelines for behaviour
- ❖ Attend parents' evenings and discussions about my child's progress
- ❖ Encourage my child to show kindness and consideration to others
- ❖ Talk to my child about their experiences in school and encourage them to do their best
- ❖ Attempt to support the Catholic community and the Academy Committee in their responsibilities for maintaining the school buildings in good repair

PARENT DECLARATION:

I / We have read St. Thomas More Catholic School's Home-School Agreement.

I / We note and understand the aims and values it has as a Catholic School and the educational opportunities it will provide for my / our child within a Christian context.

I / We acknowledge the type of support outlined in the 'Parental Responsibilities' Statement that will be necessary to ensure my / our child is helped towards reaching their full potential.

I / We acknowledge what the school expects from all pupils.

SIGNED:

Parent/Guardian of:

Dated:

PUPIL RESPONSIBILITIES:

Please talk through these at your child's level!

I acknowledge the different and unique talents which God has given me and my responsibilities to use them wisely.

Therefore I will try to:

- ❖ Observe all schools rules and treat everyone with the respect they deserve
- ❖ Attend school regularly and on time
- ❖ Wear the school uniform and bring all the equipment I need every day
- ❖ Take care of all school equipment and help keep our school free from litter
- ❖ Learn something new each lesson and always do my best
- ❖ Share my feelings honestly and politely and show consideration for others in school
- ❖ Behave sensibly so we can be happy and safe as we learn
- ❖ Try to think for myself and take responsibility for my action

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Dear Parent/Guardian,

Permission for Children to Leave the School Premises

Throughout the school year we would like to take small groups of children on visits around the local area to support learning based on the children's interests as well as enriching their experiences so for instance taking them to our local Church, Co-op to buy ingredients for things we then cook so they experience the process. During these visits children are always supervised by teachers and teaching assistants at all times and in accordance with ratios for their age with risk assessments being carried out prior to any visit.

To allow us to react quickly to the children's interests and to avoid being asked several times during the year to sign permission slips we would be very grateful if you could fill in and return this form to the class teacher to give permission for your child to be taken off the school site for such visits.

We will continue, where possible, to inform you prior to these visits taking place, however, there may be occasions when teachers take the opportunity when the weather permits. Our policy and procedures for Educational Visits will be followed at all times and this is available on request.

Permission to Leave the School Premises

As a parent/Legal guardian of:

(Child's Name) in

I consent to my child being taken off-site to support work being done in the curriculum.

Name of Parent/Guardian:

Signature:

Date:

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Child's Full Name:

Date of Birth:

I give permission for staff at the setting to seek any necessary emergency medical advice or treatment for my child (*named above*)

I give permission for staff at the setting to apply sunscreen supplied by me/the setting to my child (*named above*)

The setting must keep a record (signed by a parent/Guardian of the child) of any person whom the parents have authorised to collect their child from the setting.

Please use the space below for this purpose if applicable (including password if used)

1.

2.

PUPIL PREMIUM

Our school receives extra funding through the Pupil Premium grant for some groups of children, including:

- Children who would be eligible for free school meals before the introduction of this new initiative
- Children adopted from care, those who left care to Special Guardianship Orders or who left care to Residence Orders.

For each of these pupils, the school receives up to £1,200 each year. This money is used to help these groups of children achieve their best potential by funding equipment, support groups, and additional staff and resources. This can make a real difference to the progress and achievement of these children. You can see how we have used our Pupil Premium on our school website.

If you have any questions, or would like help filling out this form, please contact the school office.

To ensure that we are able to claim all Pupil Premium funding we are eligible for, we are asking **all** parents / carers to complete the attached form. We can assure parents and carers that all matters linked to this will be treated with discretion and in confidence.

For children adopted from care, we would like to assure you that the family legal status of every child is a confidential matter and we handle all information received with great sensitivity. If your child comes under this category we will need a letter from you and you should also provide supporting evidence, for example, the Adoption (Court) Order for the school to record the child's status on the School Census. Please speak to the Principal in confidence if you have any concerns about this.

Both of these types of funding for the school enable us to attract significant sums of money which we can use to support the progress of a pupil who may previously have experienced barriers to being really successful in school.

FAMILY INCOME AND BENEFIT DETAILS

Is your joint family income over £16,190 per year? (Please place an X in the appropriate box).

Yes No

If you have ticked yes, you do not need to complete this section.

If you ticked no, please place an X in this box if you¹ are in receipt of any of the benefits listed below:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Universal Credit.
- Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of State Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- Working Tax Credit run-on

Please place an X in this box if you are not sure whether your joint family income is over £16,190, or whether you are in receipt of one of the benefits listed above, but you would still like us to check whether your child is eligible for the early years pupil premium.

ADOPTED CHILDREN, CHILDREN SUBJECT TO A SPECIAL GUARDIANSHIP ORDER OR A CHILD ARRANGEMENTS ORDER

If your child has left care through adoption, special guardianship or a child arrangements order and you would like your child to attract the early years pupil premium, you should complete the following section and attach a copy of the relevant court order:

Has your child been adopted from care?

Yes No

If you have ticked yes in the previous question, have you yet been granted an adoption order by the courts?

Yes No

Did your child leave the local authority's care under a special guardianship order or a child arrangements order (formally known as a residence order)?

Yes No

¹ This includes those who have parental rights for the child/children named on this form.

PUPIL PREMIUM VOLUNTARY REGISTRATION

We need information about you and your child, to provide the best education and support by making sure we receive all the government funding to which we and your child are entitled. Please complete this form and return ASAP

ABOUT YOUR CHILD/CHILDREN

Child's Last Name	Child's First Name	Child's Date of Birth			Name of preschool, nursery, childminder
		DD	MM	YYYY	St Thomas More RC Primary
		DD	MM	YYYY	

PARENT/GUARDIAN DETAILS

	Parent/Guardian 1	Parent/Guardian 2
Last name		
First Name		
Date of Birth	D M Y	D M Y
National Insurance Number*		
National Asylum Support Service (NASS) Number*	/ /	/ /
Daytime Telephone Number		
Mobile Number		
Address		
	Postcode:	Postcode:

* Complete as appropriate

SCHOOL DINNERS

All children at St Thomas More are offered a hot school meal. Pupils in Year Reception, 1 and 2 will have a free meal due to receive Government funding, and pupils in Years 3, 4, 5 and 6 will have the opportunity to purchase school meals. **The charges are currently £2.20 per meal.**

The menu is offered is on a 2 week rolling programme and we strictly request that any meals chosen **MUST** be **ordered** and paid for on a **Thursday morning (before 9am)** for at least the whole of the following week. This is to ensure the correct amount of meals will be catered for.

Schoolgateway

You can make online payments to pay for school meals via credit or debit card using the 'School Gateway' smartphone app or website. You will also be able to view school meal balances and top them up at any time. What you need to do now:

Activate your School Gateway account. It's quick and easy to do. All you need are your email address and mobile number that school holds on record for you.

* Download the app: If you have a smartphone, please download School Gateway from your app store (Android and iPhone). The app shows the same information as the website

OR

* Visit the website: www.schoolgateway.com and click on 'New User'. You'll receive a text message with a PIN number. Use this PIN to log into School Gateway.

If you're having trouble logging in, it may be because the school doesn't have your current email and mobile phone number on record. Please call the school and we'll update the details on our system.

DIETARY NEEDS

IMPORTANT: PLEASE BE AWARE THAT WE ARE A NUT FREE SCHOOL!

Dear Parents/Carers

We would be very grateful if you could fill out the dietary needs for your child so that we are aware of any up to date information to keep on your child's file and also provide to kitchen staff if schools meals are taken.

**DIETARY NEEDS
PLEASE TICK ALL THAT APPLY**

Child's Name.....

Class.....

Vegetarian

Gluten Free

Lactose Intolerant

No Dairy

No Nuts

No Pork

Seafood AllergyArtificial Additives

Please state any other dietary needs

Parent/carer signature.....

Date.....

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Privacy Notices:

Information about pupils in schools, pupil referral units and children in early years settings

Data Protection Act 1998: How we use pupil information:

St Thomas More collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications. St Thomas More is required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

St Thomas More is required, by law, to pass some information about our pupils to the Department for Education (DfE). This information will, in turn, then be made available for use by the LA.

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit: our local authority at <https://www.oxfordshire.gov.uk/cms/> or the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>