



ST. THOMAS OF CANTERBURY CATHOLIC PRIMARY SCHOOL

**Romany Road
Rainham
Gillingham
Kent ME8 6JH
Medway (01634) 234677
e-mail: office@st-thomascanterbury.medway.sch.uk**

HEADTEACHER:

Mrs VL. Gallagher

CHAIR OF GOVERNORS:

Mrs. C. Clark

ASSISTANT DIRECTOR OF EDUCATION AND SEND:

**Celia Buxton
Gun Wharf, Dock Road
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Kent ME4 4TR
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The information in this prospectus is correct at time of going to press.
 No major changes are expected this year.
 Any relevant change will be notified by circular letter.

MISSION STATEMENT

We are a Roman Catholic Community committed to:

- ❖ Mutual respect, positive encouragement and participation.
- ❖ Recognising the different personal and educational needs of all pupils.
- ❖ The delivery of the full national curriculum together with a religious education syllabus approved by the Catholic Church.
- ❖ The highest standards of teaching, learning and performance.
- ❖ Maintaining a supportive partnership with parents, guardians, the parish, and the wider community.
- ❖ The professional development of all staff.

AIMS

- ❖ To encourage each child to realise their self-worth, their value, and their gifts, to enable them to fulfil their true potential.
- ❖ To be a Christian community where the spirit of Christ pervades all aspects of school life, uniting its staff, pupils and parents in a community of justice and love.
- ❖ To develop habits of self-discipline and acceptable behaviour in which all pupils care for one another and find personal security in belonging, whilst developing their understanding and respect for other races, religions and ways of life.
- ❖ To provide a safe, healthy and welcoming environment for pupils, parents, staff and visitors to the school.
- ❖ To assist parents/guardians in their role as Catholic Educators by extending and enhancing their children's experience and participation in the liturgy and sacramental life of the Catholic Church.
- ❖ To help our pupils acquire the basic knowledge, skills and values which will enable them to lead full lives in the society of which they are part.

DEMONSTRATION OF COMMITMENT

Our commitment to these aims is shown in the manner in which the governors, headteacher and staff set an example in Christian caring by their dedication to the welfare of the children.

SAFEGUARDING

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

ACHIEVEMENT OF AIMS

Our aims will be achieved by: -

- ❖ Appointing staff sharing our commitment to Christian values.
- ❖ Setting a clear curriculum for religious education and ensuring that the whole curriculum is taught in a Catholic context.
- ❖ Providing pupils with the experience of a Christian community at work.
- ❖ Demonstrating through shared activities that the school is part of a wider community.
- ❖ Providing regular acts of worship in school and in the parish.

We will feel that we have succeeded in our mission when: -

- ❖ All eligible Catholic parents/guardians seek admission for their children.
- ❖ Prayer and the Mass are natural activities for our pupils.
- ❖ Parents/guardians choose continuing Catholic education after St. Thomas'.
- ❖ Parents/guardians and any other visitors feel welcome in the school.
- ❖ Parents/guardians freely volunteer to help in the running and improvement of the school.

GOVERNING BODY

APPOINTED FOUNDATION GOVERNOR:	<p>Mrs C. Clark (Chairperson)</p> <p>Fr T McElhone</p> <p>Mrs K Rushton</p> <p>Mr N Gray</p> <p>Mrs C Treagust</p> <p>Mrs R Abbott</p>
APPOINTED MEDWAY COUNCIL GOVERNOR:	Mrs L Murphy
ELECTED PARENT GOVERNOR:	<p>Mr M Griffiths</p> <p>Mrs H Brown</p>
ELECTED STAFF GOVERNOR:	Mrs S Thomas
HEADTEACHER:	Mrs VL. Gallagher
CLERK TO THE GOVERNORS:	<p>Mrs K. McLean</p> <p>c/o St. Thomas of Canterbury School</p> <p>Romany Road</p> <p>Rainham</p> <p>Kent</p> <p>ME8 6JH</p>
SCHOOL CHAPLAIN:	Fr T McElhone

The school is held upon a Trust, which has as its objectives "establishing, maintaining or advancing the Roman Catholic religion in the Diocese and in one or more of the charitable objects promoted or served by the Roman Catholic Church within the Diocese."

TEACHING STAFF – as of SEPTEMBER 2024/25 (Subject to change)

Mrs VL. Gallagher	Headteacher
Mrs. J. Copperwheat	Nursery/Deputy Headteacher
Mrs C. Tillman/Mrs S. Round	Year R
Mrs C. Shepheard/Mrs S. Thomas	Year 1
Mrs K. Tong/Miss A. Wright	Year 2
Mrs J. McCree	Year 3
Miss D. Warren	Year 4
Miss C. Crafter	Year 5
Miss H. Chawner	Year 6
Mrs S. Thomas	SENCO

LEARNING SUPPORT ASSISTANTS

Mrs. S. Bell
 Ms A. Briggs
 Mrs. A. Clark
 Mrs. K De Souza
 Mrs. J. Harris
 Mrs. D. Kemp
 Miss D. Moley
 Mrs S. Rhodes
 Mrs J. Sharrock

SUPPORT STAFF

Finance Manager	Mrs S Abbott
Finance Officer	Miss K Horne

Office Manager

Ms J Keohane

Site Manager

Mr J Ellis

Cleaner

Ms M Fox

MIDDAY MEAL SUPERVISORS

Miss S Phipps

Miss C Ndekwe

Mrs G Hardcastle

Mrs K Waud

St Thomas of Canterbury Catholic Primary School

Admissions Policy and Procedures 2024–2025

The Medway Catholic Primary Schools are voluntary aided schools in the Diocese of Southwark. Each school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government, and seeks at all times to be a witness to Jesus Christ. The schools exist primarily to serve the Catholic community and Catholic children always have priority of admission. However, the Governing Body also welcomes applications from those of other denominations and faiths who support the religious ethos of the school.

Having consulted with the Local Authority and other admission authorities, the Governors intend to admit into the reception class, in September 2024, up to the planned admission number 30 without reference to ability or aptitude.

All applicants need to complete the Medway Catholic Schools Supplementary Information Form (SIF) in addition to the Local Authority Application Form. The supplementary form can be obtained from the school and must be returned to the school by the closing date for applications.

Where the number of applications exceeds the number of places, the Governors will offer places using the following criteria in the order stated:-

1. Looked After or Previously Looked After Catholic* Children**. Evidence of Baptism and “looked after” or “previously looked after” status will be required.
2. Baptised Catholic children. Evidence of Baptism will be required.
3. Other Looked After Children (see point 1 above).
4. Children baptised or dedicated into other Christian denominations, Churches affiliated to or represented at “Churches Together in England”. Evidence will be required.
5. Children enrolled in the catechumenate (preparing to become Catholics). Evidence will be required.
6. Children who are members of other faiths, whose parents wish them to receive a Christian education. This should be supported by a letter and evidence of their faith will be required.
7. Any other children.

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications.

- i. A brother or sister on the school roll at the time of admission. Sibling means children who live as brother/sister in the same house and includes natural siblings, adopted siblings, foster siblings and step siblings. Extended family, for example cousins, living in the same house do not qualify as siblings.

Please note that if the older sibling is in Year 6 at the time of application, the link cannot be considered, as they will not be in the school when the younger child would start in September.

Evidence of the relationship may be required.

- ii. Social, pastoral and medical needs which make the school particularly suitable for the child in question. Strong and relevant evidence must be provided by an appropriate professional authority (e.g. qualified medical practitioner, education welfare officer, social worker or priest).
- iii. The child of a member of staff employed at the school for a minimum of 20 hours a week and where the member of staff has been employed at the school for 2 or more years at the time of application.
- iv. Distance from home to school. The distance calculated is the shortest available walking route between the child's home and school using roads and footpaths known to the mapping layer used by the Student Services Admissions Team within the Geographical Information Software (GIS).

The start point - The centre point of the nearest road or footpath known to the GIS to the seed point of the child's home (The seed point is a grid reference for the property taken from Ordnance Survey mapping data). This may not always be the postal address road, in rare circumstances where an alternative road or footpath is actually nearer to the seed point of the property this will be used.

The end point - A pre-defined centre point of the road adjacent the school site or a pre-defined centre point within the school site. The same end point is used for all distance calculations to the school concerned.

The distance -The distance calculated is the shortest available walking route known to the Medway GIS using the centre point of streets and other available walking routes. The Medway GIS may not know all footpaths that are in existence and certain new roads may not be known. Where a footpath or new road is not known to the GIS an alternative route will be used. Where a child's home is situated on a new road the distance calculation will begin from the nearest available known road plotted in the GIS. New developments may be subject to this.

In certain cases it may not be possible to calculate a distance where the entire route is deemed as a walking route. In these circumstances the distance calculated is used purely to prioritise an application for admission. There is no expectation that the walk should be taken.

Tiebreaker

In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

*Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome.

** "Looked after children" are children who are (i) in the care of a local authority or (ii) being provided with accommodation by a local authority in the exercise of their social services functions (as defined in Section 22(1) of the Children Act 1989) at the time of making the application for a school.

“Previously looked after children” are children who were looked after, but ceased to be so because they were adopted (under the terms of the Adoption and Children Act 2002, Section 46) or became subject to a residence order or special guardianship order (under the terms of the Children Act 1989, Section 8 and Section 14A).

Notes

Pupils with a Statement of Special Educational Needs or Education, Health and Care (EHC) Plan.

The admissions of pupils with a Statement of Special Educational Needs or with an EHC Plan are dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of statements and EHC plans by the pupil’s home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with a statement or EHC plan naming the school will be admitted without reference to the above criteria.

Admissions procedure

Offers of places will be sent to parents by the Local Authority on the common offer date as notified.

Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/guardians have the right to make oral representations to the Appeal Panel.

Infant classes are restricted by legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:

- a) The admission of additional children would not breach the infant class size limit; or
- b) The admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- c) The panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

Admission of children below compulsory school age

The governors will provide for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year; parents may also request that their child attends part-time until the child reaches compulsory school age.

In-year (casual) admissions

From the 1st January 2020 parents need to apply to the school rather than the LA for in-year admissions. Applications for a place at the school in-year must be made using the supplementary form to enable the governors to rank the application, in the event of there being more than one application for a place. The governors will use the same criteria to rank the application as that listed above. The offer of a place at the school will be made by the school on behalf of the governors, parents will be notified within 15 school days of the outcome. In the event of the governors deciding that a place cannot be offered parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Waiting Lists

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list, which will be maintained until 31st December of the academic year of entry, will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. It is possible that when a child is directed under the local authority's fair access protocol they will take precedence over those children already on the list.

Fair Access Protocol

The school participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the School Admission Code 2014. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

CURRICULUM

The school is organised into 8 classes. The legal class size for classes in Key Stage 1 is 30 pupils or less. You are welcome to consult a teacher regarding your child's education. Formal parent/guardian consultation evenings are arranged in the Spring and Summer terms.

All children follow the National Curriculum Programmes of Study.

The **National Curriculum** consists of three **Core** and nine **Foundation** subjects:

CORE SUBJECTS:

English

Maths

Science

FOUNDATION SUBJECTS:

Art & Design

Citizenship

Computing

Design Technology

History

Geography

Modern Foreign Language

Music

Physical Education

Relationship Sex and Health
Education (RSHE)

Religious education is compulsory in all schools and in Catholic schools considered a core subject.

Children will be formally assessed in English and Maths at 7, and 11. These are known as Standard Attainment Tests (SATs).

In Year 1 there is a formal phonics check and in Year 4 a times tables (multiplication) check.

(See page 20 for comparative information)

In the Foundation Stage the children are assessed in three Prime Areas of learning:

1. Personal, Social and Emotional Development.
2. Communication for Language.
3. Physical Development Mathematical Development.

And four Specific Areas

1. Literacy (reading and writing).
2. Mathematics.
3. Understanding the world.
4. Expressive arts and design.

Throughout their time at the school, the children are continually assessed by their teachers and their progress noted.

RELIGIOUS EDUCATION

Religious education at St Thomas' is taught according to the doctrines of the Roman Catholic Church. All children, from Reception to Year 6, follow the RE programme "Come and See" adopted and approved by the Bishop's Conference.

Children are prepared for the Sacrament of Reconciliation and First Holy Communion in Year 3. The courses are offered by the Parish Sacramental Programmes.

A Mass or service is usually celebrated each week. A timetable is published each term. The youngest children may not have Mass, but a prayerful service, leading to an awareness of the existence of God in their lives. Mass for the whole school is celebrated regularly throughout the year. Each class in turn leads assemblies, developing a theme from the syllabus. A warm invitation is extended to all parents and parishioners who would like to join us for these acts of worship.

Daily prayers are said at the start and end of each day and lunchtimes.

Fund raising for a wide range of charities enables our children to develop a sense of community with the wider world.

As a voluntary-aided Roman Catholic school the religious ethos is to be found across the whole curriculum and not confined to the RE sessions it underpins everything that we do.

THE CORE CURRICULUM SUBJECTS

English

At St. Thomas' we provide an environment in which pupils learn to communicate effectively, purposefully and with self-confidence. National Curriculum guidelines form the basis of the teaching of English and, we ensure that our pupils are given the opportunity to study and enjoy a wide variety of texts and to develop a range of written styles suitable for a variety of purposes and audiences. It is important to note that at least once a week the children have a period of "extended writing"

Pupils are encouraged to make full use of the school's library facilities. Regular 'Book Weeks' are held so that they have the opportunity to meet and talk to visiting authors and illustrators.

Parents' support in helping their children read, learn spellings or complete other language work at

home plays a vital role in their progress.

Mathematics

All classes have a daily maths lesson. A systematic approach to the teaching of mathematics following the guidelines in the National Curriculum is used. It encourages mental agility and promotes an enjoyment of mathematics together with an application of skills to solve problems.

Science

Much of the Science work undertaken at our school is practical in nature; the pupils undertake various investigations and are encouraged to ask why things are the way they are and why things change. Every care is taken to ensure safety. A variety of schemes are used in developing work for the pupils and there is an extensive resource base.

THE FOUNDATION CURRICULUM SUBJECTS

Art & Design

Art provides an opportunity for our pupils to express themselves creatively using a variety of materials and media. We encourage them to understand and appreciate different styles of artists and art. They develop their ability to express feelings and opinions about their work and that of others. At the same time we help them respect the value of everyone's efforts. A gallery of artwork is regularly updated in the school.

Citizenship/British Values

Through learning about other cultures and beliefs, we aim to give our pupils a sound preparation for life in modern Britain.

Computing

The ability to use information communications technology effectively is an essential life skill. We aim to give our pupils regular practice at using a range of programs and equipment. They have timetabled access to the computer suite enabling them to develop their computing skills and they are able to carry out research to enhance their studies in other subjects. Digital cameras are also used to support and develop cross-curricular work.

Design Technology

All our pupils are encouraged to develop their design, making and evaluative skills. Cookery, sewing and woodwork are used to enable each child to explore their ideas as well as to learn specific skills in these areas

History

Our pupils are encouraged to learn through enquiry and research. They explore a variety of source materials and artefacts. Videos are also used to help them understand how peoples' lives have changed and what might explain those changes. Field trips and visits by theatre groups and experts

from local museums are arranged.

Geography

Through the programme of study for geography our pupils develop their knowledge of their local area and compare it to selected overseas localities. Physical and human features are explored and the impact of change on the environment is discussed. Practical work is an important aspect of the teaching of this subject.

Modern Foreign Language

From the beginning of Key Stage Two, all of our pupils learn to speak French.

Music

We have a variety of instruments, including some from other cultures. These enable our pupils to practice and perform their own compositions and to accompany themselves when singing. There are many opportunities to explore musical preferences, encouraging the children to enjoy and learn about different musical styles.

Physical Education

All of our pupils take part in gymnastics, athletics, games and dance activities. There are also opportunities to participate in outdoor activities under the supervision of qualified leaders. All of our Juniors are taught swimming skills for half the year. The sessions take place weekly at Medway Park Leisure Centre.

St Thomas' takes part in many competitions and joins with other schools for tournaments and swimming galas.

Health, safety and hygiene are paramount to all physical activities.

Relationship Sex and Health Education (RSHE)

Since September 2020, the teaching of RSHE is compulsory in all schools. All our pupils are taught this subject in the context of the Catholic faith. In Upper Key Stage 2 our pupils are helped to come to a knowledge and understanding of the physical and emotional aspects of growing up (puberty) through discussion with the school nurse and their teachers.

Special Educational Needs and Disabilities (SEN)

- ❖ Should a pupil require special help e.g. reading difficulty, they may be withdrawn to be taught in a small group for a part of the week.
- ❖ Pupils with additional needs will have individual targets.
- ❖ Pupils with Statements of Educational Special Need, Educational Health and Care plans (EHCPs) receive the help indicated on the statement.

- ❖ The SEN Policy is available from the SEN Co-ordinator at the school and on the website.

Homework

This may range from **frequent** reading to parents, to completing set schoolwork or undertaking research work for topics. Your support, encouragement and interest are an essential part of your child's education. The Homework Policy is available in school or on the website.

Extra-curricular activities

There are also after school clubs such as netball, music, dancing, cooking, and sports clubs.

Parental permission is required for any after school activity and parents/guardians are notified in writing of times and dates if their children are involved.

The Governors have a sub-committee, which reviews curriculum and standards issues. The various subject policies are available to view, on request if not on the website. Additional information may be gained from the class teacher or Executive Head.

ORGANISATION

Reports and open afternoon

The annual report is important. It helps set targets for your child for the following year as well as reporting on the progress they have made.

The teachers consider these reports very carefully and you are invited to attend the parent/guardian consultation evenings and open afternoon, to discuss your child's work and progress with the class teacher as well as raise any concerns.

We hold 3 parents evenings per academic year and have an 'open door' policy.

Complaints

Should you have reason to have a complaint concerning the curriculum, religious worship, or any other matter, you should first contact the Headteacher. If the situation is not resolved you should then place your complaint in writing to the Clerk to the Governors.

A copy of the Complaints Procedure is on our website.

Home – School Agreements

The parents, staff, and governors have developed a Home-School Agreement. All parties will be asked to sign the agreement in the Autumn term. A copy is enclosed.

Pastoral Care

The care and development of the individual is a priority and parents are invited to contact the Head, Teachers, or Priest if any particular problems or issues arise. The appointed Designated Safeguarding Lead is Mrs VL Gallagher, with two deputies, Mrs Thomas and Mrs Copperwheat.

Uniform

All our pupils wear uniform (a full list is on page 21).

Our distinctive uniform helps give our pupils pride in their school.

The Headteacher's decision on uniform is final.

Should you have financial difficulty in purchasing uniform, please contact the school. You should note that if this is the case, then every effort is made to ensure confidentiality and you can be assured that it would be handled in a discreet manner.

Communication

Letters from the school to parents are usually sent weekly via Parent mail.

The Curriculum letters are also posted on the website.

Milk can be purchased directly from Cool Milk (details available from the office).

Attendance

Attendance at school is mandatory and it is parents' duty to make sure their child of compulsory school age regularly attends. There will, however be circumstances where pupils can't attend due to ill health.

Respiratory infections are common in children and young people, particularly during the winter months. Symptoms can be caused by several respiratory infections including the common cold, COVID-19 and RSV. Children and young people with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend their education setting.

Children feeling unwell and having a high temperature should stay at home as they would with any other illness.

Attendance in school

Parents should report absence due to sickness to the school before 9:00am on the first day of absence and every day of absence. The school may ask parents to provide proof that they have sought medical advice from either their GP or from a pharmacist for their child's illness, particularly if they have been absent for more than 3 days. Such proof can also be requested by our Attendance Advisory Practitioner.

Medical appointments should be made out of school hours wherever possible. We appreciate that this is not always possible and in which case a letter will need to be provided in advance to authorise the absence.

It is also important that children arrive in school on time; Pupils who arrive late after 9am will receive a late mark in the register which is shown as an 'L'. Pupils arriving after 9.10am will be marked 'U' unauthorised absence.

Late children must report to the school reception area on entering the building. This is to ensure that the child's arrival is noted and the register updated accordingly.

Arriving at school 10 minutes or more after allocated time will result in a 'late' mark. Arrival at school after the gate is closed will be recorded as an unauthorised absence.

Permission cannot be granted for holidays during term time, except in EXCEPTIONAL CIRCUMSTANCES. If you decide to take your children out of school for a holiday without permission, the absence will be logged as unauthorised and you may be fined.

GENERAL

PARENT TEACHER ASSOCIATION

All parents become members of the Parent Teacher Association on registration of their child.

As well as taking part in functions organised by the P.T.A. Committee such as Christmas Fayre, quiz nights, discos for the pupils and coffee mornings, parents help on a day-to-day basis, helping in the classroom, providing transport for school teams etc.

Parents also attend school masses and assemblies. These are not “performances” but an essential part of the life of the church. We ask you to join in the prayerful experience.

PERSONAL PROPERTY

The School does not accept responsibility for loss or damage of personal property.

All belongings must be clearly marked with the owner’s name.

MEALS

Free school meals for infants

All children attending school in Reception, year 1 and year 2 are entitled to a school meal free of charge.

Even though your child will receive a school meal, if you are receiving any of the benefits listed below you should still apply as your child’s school will also be entitled to extra funding of £1,300 approximately known as Pupil Premium.

KS2

Meals are cooked on the school premises by Contract Dining Company, the current daily charge for the pupils in KS2 is £2.34, all dinners should be paid for on Arbor.

Free school meals from Year 3 onwards

If you have children under 19 years old and still in full time education, they may be entitled to a free school meal if you receive either:

- Employment and Support Allowance (income-related)
- Income Support
- Jobseeker’s Allowance (income-based)
- The Guarantee element of State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit
- Working Tax Credit run-one paid for 4 weeks after you stop qualifying for Working Tax Credit.

- Universal Credit

You will not be entitled to Free School Meals if you receive any element of Working Tax Credit or if your annual household income (as assessed by HMRC) is greater than £ 16,190.

Proof of your benefit will not need to be provided at this stage, however, you will be informed if any proof of benefit is required at a later date.

To make an application for free school meals you must apply online. Paper applications are no longer available, <https://www.cloudforedu.org.uk/ofsm/medway/>.

GENERAL (cont.)

MEDICINES

- 1 If your child is considered fit by your doctor to attend school but is to finish a course of medication during school hours then, you must follow this procedure to comply with Health and Safety policies. STAFF ARE NOT OBLIGED TO ADMINISTER MEDICINES.
 - a) Ascertain if it is essential to administer medication during school time.
 - b) If medicine must be given then the parent or authorised person **should** attend school and administer medicine at the prescribed time.
 - c) If you are not able to attend then a form must be completed in the office if the school are to administer medicines on your behalf.
- 2 Medication such as inhalers (for asthmatics) shall be held by the child **ONLY**, together with a limited measured dose. It is essential that the "patient" have easy access to inhalers. Only the large nebulisers may be kept at the teacher's desk for the child to use.

These conditions are for the safety of all children.

Exceptional circumstances will require that a child has an individual care plan.

VISITING THE SCHOOL

You are welcome to visit the school but do please ring first to make suitable arrangements.

CONTINUING CATHOLIC EDUCATION

The local Catholic secondary school is St. John Fisher School in Chatham, where pupils can complete their Catholic education up to A-level standard. Entry is according to their admission policy.

Details are given in your child's final year at this school.

Full particulars are available
from:

The Headteacher
St. John Fisher School
Ordnance Street
Chatham
Kent
ME4 6SG

Tel. 01634 543123

CODE OF CONDUCT

It is important to be positive.

Rather than the traditional approach of a stream of "Don't do this or that" we have only two rules.

- 1 Children at this school are expected to show respect to other children, staff, visiting adults, the equipment and fabric of the school.
2. For their own safety, and the safety of others, children should behave in an orderly way.

Members of staff have the authority to create any necessary instructions to maintain the above rules.

It should be noted that if malicious damage is caused to school property then a charge might be levied to recoup the cost of the article. (See Charging Policy on page 23)

Children are normally punished by loss of privileges, e.g. playtime detention.

If it is felt that the offence is more serious or persistent then the parents will be informed and we would look for co-operation to resolve the problem.

Further information can be found in the schools behaviour policy.

UNIFORM LIST

Our distinctive uniform helps give the children pride in their school.

The School uniform is supplied by Rainham Sports, who stock pullovers, cardigans, ties, polo and P.E. shirts and fleeces. These will be supplied embroidered with the school name.

GIRLS

SHOES	Black or navy. (No fashion shoes, high heels, trainers or open toed sandals).
SOCKS	Long white or grey. Short ankle socks not trainer socks may be worn in the summer.
TIGHTS	Grey.
SKIRTS	Grey.
POLO SHIRT	A white polo shirt with or without the school logo may be worn all year round.
SHIRT	White, a school tie must be worn with the shirt, which can be worn all year round
TIE	Royal blue with thin white stripes (as supplied by Rainham Sports) must be worn with a white shirt which can be worn all year round if preferred
JUMPER of CARDIGAN	Royal blue (as supplied by Rainham Sports).
SUMMER DRESS	Blue gingham dress not coulette style. ?
RAINCOAT/COAT	Preferably navy.

BOYS

SHOES	Black (no branded shoes, trainers or boots).
SHORTS	Plain grey, (no long trousers). Black/navy tracksuit may be worn to/from school in the winter.
SOCKS	Plain grey or grey with royal blue hoops. (Short ankle socks not trainer socks)
POLO SHIRT	A white polo shirt with or without the school logo may be worn all year round.
SHIRTS	White, a school tie must be worn with the shirt, which can be worn all year round

TIE	Royal blue with thin white stripes (as supplied by Rainham Sports) must be worn with a white shirt which can be worn all year round if preferred
Jumper or Cardigan	Royal blue. (As supplied by Rainham Sports).
RAINCOAT/COAT	Preferably navy.

BOYS & GIRLS P.E.

GENERAL	White printed T-shirt with school name, royal blue shorts, and plimsolls.
FOOTBALL KS2	Blue or black tracksuits may be worn in the winter. Trainers may be worn.
NETBALL KS2	Blue or black tracksuits may be worn in the winter. Trainers may be worn.

OPTIONAL

SUMMER HAT	Baseball or Legionnaire style with school name.
SCHOOL FLEECE	Navy blue (As supplied by Rainham Sports).

Please mark all items clearly with name of child

JEWELLERY

Only small Studs are permissible for pierced ears, but must be removed for P.E. and swimming, they cannot be 'taped'. If your child is unable to remove their own earrings, please do so before school.

For Health and Safety reasons, children with recently pierced ears will not be allowed to do P.E. until the wound is healed and the child is capable of removing the studs unaided.

It is strongly advised that any piercing be undertaken at the start of the Summer holidays.

HAIR

Hair should be kept neat and tidy.

Long hair is to be tied back. (Headbands/elastics/clips should be plain blue or black, no large bows)

No "trendy" hairstyles please, as this tends to cause rivalry and jealousy in the classroom. No hair gel/wax products.

SCHOOL DAY

08.55	Registration
10.30-10.45	Morning break (biscuit break)
12.00-1.10	Lunch (Infants)
12.15-1.10	Lunch (Juniors)
1.10	Afternoon school starts
2.15-2.30	Afternoon break (fruit break)
3.35	Finish

The school gates are opened at 8.45am and children should not arrive any earlier than this.

ASSEMBLIES AND SERVICES

Assemblies:	Monday	9.15 Junior Prayer
	Tuesday	9.15 Infant Prayer/Hymns
	Wednesday	9.15 Whole school Prayer/Hymns
	Friday	3.15 Assembly - Parents welcome
Mass/Services:	Normally Tuesday	9.15 Parents & parishioners welcome
Reconciliation:	twice a year in school.	

Term Dates 2024 - 2025

Term 1	Monday 2 nd September to Friday 18 th October 2024
Autumn Break	Monday 21 st October to Friday 25 th October 2024
Term 2	Monday 28 th October to Friday 20 th December 2024
Christmas Break	Monday 23 rd December 2024 to Friday 3 rd January 2025
Term 3	Monday 6 th January to Friday 14 th February 2025
February Break	Monday 17 th February to Friday 21 st February 2025
Term 4	Monday 24 th February to Friday 4 th April 2025
Spring Break	Monday 7 th April to Friday 18 th April 2025
Good Friday	Friday 18 th April 2025
Easter Monday	Monday 21 st April 2025
Term 5	Tuesday 22 nd April to Friday 23 rd May 2025
Early May Bank Holiday	Monday 5 th May 2025
Late May Bank Holiday	Monday 26 th May 2025
May Break	Monday 26 th May to Friday 30 th May 2025
Term 6	Monday 2 nd June to Tuesday 22 nd July 2025

Inset Days to be confirmed

CHARGES FOR SCHOOL ACTIVITIES POLICY STATEMENT

1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

3. Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

In our school, responsibility for approving and monitoring this policy has been delegated to the Finance Committee.

4.2 The headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

5. **Where charges cannot be made**

Below we set out what the school cannot charge for:

5.1 Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit (although voluntary contributions may be asked for)

6. Where charges can be made

Below we set out what the school can charge for.

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff

- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

6.3 Music tuition

The school can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include school trips and sporting activities.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Activities this school charges for

The school will charge for before and after school clubs and activities such as sports clubs, breakfast clubs, extra-curricular activities etc.

For regular activities, the charges for each activity will be determined by the Headteacher and reviewed each year. Parents will be informed of the charges for the coming year in advance.

9. Remissions

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

9.1 Remissions for residential visits

Parents who can prove they are in receipt of the following benefits may receive support for the cost of board and lodging for residential visits:

- Universal credit in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

Parents with more than one child attending residential visits (such as twins) may also receive a reduction but this will be at the headteacher's discretion and on an individual basis.

10. Monitoring arrangements

The Finance Officer monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Headteacher at least every three years. At every review, the policy will be approved by Finance Committee.

COMPLIMENTS AND COMPLAINTS PROCEDURE

Parents should raise concerns and complaints with members of staff either in person, by telephone or in writing. You should be given an opportunity for discussion of your concerns informally with the appropriate member of staff. If you wish to make a complaint about a particular teacher, or another member of staff, you should initially make your complaint to the Headteacher. An appointment may need to be made to discuss these concerns further.

The meeting arranged to discuss your concerns informally

You can bring a friend to any discussion.

The member of staff dealing with the concern should make sure that you are clear as to what action (if any) or monitoring of the situation has been agreed.

This stage should be completed speedily and concluded in writing with appropriate detail.

Where no satisfactory solution has been found, you should be informed that you can consider making a formal complaint in writing to the Headteacher, which will take matters to stage 1 on the complaints procedure.

Stage 1 – Complaint to the Headteacher for investigation

The Headteacher should acknowledge your complaint in writing. In some cases the Headteacher will have already been involved in looking at the matter; in others it will be his/her first involvement.

The Headteacher should consider providing an opportunity to meet with you to supplement any information previously provided.

If the complaint is against a member of staff the Headteacher should talk to the staff member against whom the complaint has been made.

If necessary, the Headteacher should interview witnesses and take statements from those involved.

The Headteacher should keep reasonable written records of meetings, telephone conversations and other documentation.

Once all the relevant facts have been established, the Headteacher should produce a written response to you. The Headteacher may wish to meet with you to discuss/resolve the matter before confirming the outcome in writing.

The written response should include a full explanation of the decision and the reasons for it. Where appropriate, it should include what action the school will take to resolve the complaint.

You should also be advised that if you are not satisfied with the response and wish to take the matter further, you can do so, by writing to Clerk of the Governing body.

Stage 2 – Complaint to the Governing Body

The Clerk should acknowledge receipt of the complaint promptly and:

Inform the Chairman of the necessity to convene a meeting of the Complaints Sub Committee.

Send a copy of the complaint to all Governors.

Arrange for a meeting of the Complaints Sub-committee within 10 school days.

The Complainant should be invited to attend together with a supportive friend. The Complainant should be informed that any written evidence should be presented prior to the meeting. (This evidence shall be photocopied and sent to all members of the Sub-committee). The Complainant should be informed that they may bring witnesses.

After the Complainant and the Respondent have had the opportunity to presents the facts, they should withdraw from the meeting, to allow the Sub-committee to consider all the facts and make a decision.

Both the Complainant and the Respondent should be present to hear the decision of the Sub-committee. The Complainant shall be informed of their rights of Appeal. The decision shall be confirmed in writing to both parties and to the Chairman of Governors, if not a member of the Sub-committee.

If the Complainant is still not satisfied, notice of appeal shall be made in writing to the Clerk of the Governing body, within 7 days.

The Appeals Committee shall consist of the full governing body less the members of the Sub-committee who heard the original complaint.

The Appeals Committee shall be convened within 14 school days to hear the appeal.

The procedure to be followed will be that as stated in paragraphs 3,4 and 5 above.

The Complainant shall be informed of a further right of Appeal to The Local Government Ombudsman.

Note: (This second appeal may be undertaken by an Ombudsman, should the appointment of one be essential by that time. This would constitute a revision to the policy and circular letter should inform all parents.)

It is recommended that should the Complaint have reference to Religious Education or Acts of collective worship, then any member of the Clergy, who is a governor of the school should be invited to attend the Complaints Sub-committee hearing either as a member of the Sub-committee or a witness.

COMPLIMENTS

Should you have any compliments or suggestions that you wish to pass onto staff, please call into the office and pick up a compliment/suggestion slip.

Reviewed September 2023

Next review September 2024

ST.THOMAS OF CANTERBURY HOME SCHOOL AGREEMENT

Mission Statement

The mission of our school is to assist parents and clergy in the education of Catholic children for life in a secular world. In order to achieve this we aim to create an environment, which is conspicuously Christian while setting the highest standards in educational and personal development.

In setting out these commitments it is agreed by all parties that we must LISTEN to each other if we are to promote understanding.

1 Governors Commitment

Our commitment will be shown in the manner in which we set an example in Christian caring by our dedication to the welfare of the children.

2 School Commitment

- a) We will try to ensure that we provide a secure, safe, caring community where all children can be happy.
- b) We understand that we all need to assist children to reach their individual potential.
- c) We will work to ensure that all children are treated with respect and that they begin to understand that high standards of discipline and behaviour are important.
- d) We undertake to inform parents of pupil progress and expectations.
- e) We will assist parents in providing guidance regarding homework as necessary.
- f) We will try to cater for each child's individual, educational needs.
- g) We will try to provide a welcoming atmosphere for all concerned with the school.

Signed: Class Teacher

3 Family Commitment

- a) We will try to ensure that our child attends school.
- b) We understand the importance of punctuality both in the morning and afternoon.
- c) We will try to ensure that our child wears school uniform and arrives at school with all the necessary equipment for the school day.
- d) We will support the school policies
- e) We will try to support our child regarding homework as set by the class teacher.
- f) We undertake to inform the school of events that may affect our child's education and wellbeing.

- g) We will promote positive attitudes to school and lifelong learning.
- h) We will make the effort to attend parent's evening.
- i) We will help in the formation of Christian values.
- j) We will respect the school environment.

Signed: Parent Representative

4 Child Commitment (INFANT)

I will try to do my best and be a good friend to other children.

5 Child Commitment (JUNIOR)

- a) I will respect my home and school rules.
- b) I will do my home and class work as well as I can.
- c) I will try to be polite and helpful to all involved with our school.
- d) I will show respect for the school and the property of other children.

Signed: Child

INFORMATION SHEET

Surname:
Forename:
Known as:
Other names:
Date of Birth:
Birth Certificate attached: Yes/No
Sex Male / Female
Home Address:
Religion:
Parents Details:
Mother:
Address: if different to above
Mobile:
Home Telephone Number:
Ex- Directory Yes / No
Email address:
Father:
Address: if different to above

Mobile:	
Home Telephone Number:	
Ex- Directory	Yes / No
Email address:	
Pre-School Details:	
Name of Pre-School:	
Address:	
Days attended:	
External Agency Involvement:	
Name of Agency:	
Contact at Agency:	
Telephone Number:	
Outline of Involvement:	
Any other information you feel we should be aware of:	

Medical Conditions:
Doctor's Surgery:
Telephone Number:

First Emergency Contact
Name:
Relationship:
Telephone Number:
Place of Contact:
Second Emergency Contact
Name:
Relationship:
Telephone Number:
Place of Contact:

Signed	Signed
Print Name:	Print Name:
Date	Date

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Official Use Only

Admission Number	Academic Year
Admission Date	Registration Group
Birth Certificate Verified	Certificate of Baptism Received