



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**

EXECUTIVE HEADTEACHER: Mrs. C. Redmond

CHAIRMAN OF GOVERNORS: Mrs. C. Clark

DIRECTOR OF EDUCATION: Mr. I. Sutherland
Director of Children and Adults Services
Gun Wharf, Dock Road
Chatham
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, 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 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 seek admission for their children.
- ❖ Prayer and the Mass are natural activities for our pupils.
- ❖ Parents choose continuing Catholic education after St. Thomas's.
- ❖ Parents and any other visitors feel welcome in the school.
- ❖ Parents freely volunteer to help in the running and improvement of the school.

GOVERNING BODY

APPOINTED FOUNDATION GOVERNORS:	Mrs C. Clark (Chairman)
	Fr. T. McElhone
	Mrs. K. Rushton
	Mr. N. Gray
	Mrs. R. Abbott
	Mr. J. Wilkins
APPOINTED MEDWAY COUNCIL GOVERNOR:	Mrs L. Murphy
PARENT GOVERNOR:	Mrs S. Hitchen
	Mrs L. Murray
ELECTED STAFF GOVERNOR:	Mrs. S. Thomas
EXECUTIVE HEADTEACHER:	Mrs. C. Redmond
CLERK TO THE GOVERNORS:	Ms . A. Wickens
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."

STAFF – SEPTEMBER 2021/2022

Mrs C. Redmond	Executive Head teacher
Mrs. J. Copperwheat	FS1 teacher (Nursery class)
Mrs. D. Kemp	HLTA (Nursery class)
Mrs. S. Round	FS2 teacher (Reception class)
Mrs. C. Tillman	FS2 teacher (Reception class)
Mrs K Da Souza	Teaching Assistant (Reception Class)

SUPPORT STAFF

Finance Officer	Mrs. S. Abbott
Office Manager	Ms J. Keohane
Finance Support	Ms. K. Horne

SESSION TIMES

The nursery will run from 8.45 to 11.45 each morning.

ADMISSIONS POLICY

Catholic schools are to provide a Catholic education for Baptised Catholic children. The same admissions criteria will apply in the nursery class as in the main school.

ORDER OF ADMISSION PRIORITY

This Catholic school is so situated as to provide a Catholic education for the Rainham Parish. Please note that in the case of Catholic children a baptism certificate must be provided as evidence of catholicity.

1. Looked after children (as defined by the Medway co-ordinated admissions scheme).
2. Baptised Catholic children. Evidence of Baptism will be required.
3. Children enrolled in the catechumenate (preparing to become Catholics). Evidence will be required.
4. Children baptised or dedicated into other Christian denominations, Churches affiliated to or represented at "Churches Together in England and Evangelical Alliance". Evidence will be required.
5. 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.
6. 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.

- A brother or sister on the school roll at the time of admission.
- Social, pastoral and medical needs which make the school particularly suitable for the child in question.
- Distance from home to school.

Eligibility for free early education for three and four year-olds

Three-year-olds are entitled to 15 hours of free early years provision from the start of the term beginning on or following the date set out below:

- Children born in the period 1st January to 31st March: 1st April following the child's third birthday, or second birthday, as applicable
- Children born in the period 1st April to 31st August: 1st September following the child's third birthday, or second birthday, as applicable
- Children born in the period 1st September to 31st December: 1st January following the child's third birthday, or second birthday, as applicable.

These dates are consistent with those used for determining the start of compulsory education and issued by the Department of Education under the Early Education and Childcare legislation June 2018.

TIMETABLE FOR APPLICATIONS

All applications for the year will be considered in April whether for September, January or April start. This is to ensure the criteria are applied fairly and the later starters have a guaranteed place. If there are still vacancies at the end of this process further applications will be considered.

<i>Starting date</i>	<i>Application by</i>	<i>Notification by</i>	<i>Acceptance by</i>
September 2021 – April 2022	1st April 2021	30th April 2021	14th May 2021

PLEASE NOTE: ADMISSION TO THE NURSERY DOES **NOT** GUARANTEE YOUR CHILD A PLACE IN THE RECEPTION CLASS.

CURRICULUM

The Foundation Stage curriculum – Early Years Foundation Stage – is constructed around four themes:

1. A Unique Child
2. Positive Relationships
3. Enabling Environments
4. Learning and Development

Learning and Development is focussed around 3 Prime Areas and 4 Specific Areas of Learning:

3 Prime Areas:

- Communication & Language.
- Physical Development.
- Personal, Social and Emotional Development.

4 Specific Areas:

- Literacy.
- Mathematics.
- Understanding the World.
- Expressive Arts and Design.

Throughout their time in the FS1 class, 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 Nursery to Year 6, follow the RE programme "Come and See" adopted and approved by the Bishop's Conference.

SPECIAL EDUCATIONAL NEEDS (SEN)

If your child has a Special Educational Need, additional support will be provided as necessary.

ORGANISATION

Reports and open sessions

The Nursery class will have Parents' Evenings in terms 1, 3 and 6, along with the rest of the school. You will receive a written report in term 6.

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 enclosed.

Pastoral Care

The care and development of the individual is a priority and parents are invited to contact the Head, Senior Teachers, they are Mrs C Redmond and Mrs S Thomas if any particular problems or issues arise. The school has a Designated Safeguarding Lead and Deputy.

Uniform

We would like our Nursery pupils to wear a modified version of the main school uniform – royal blue polo shirts with the school logo in white and jade sweatshirts, again with the school logo in white. This will only be available from Rainham Sports.

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

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

If your child is ill and unable to attend, please ring the main office.

It is helpful to give notice of dental appointments although all appointments should be made out after school if possible.

Personal property

The Governors do not accept responsibility for loss or damage of personal property.

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

Medicines

See our 'Medicines at School Policy' on our website.

Jewellery

We would prefer your child not to wear ANY jewellery to school. If your child has pierced ears, only studs are permissible, and they must be removed for PE and games.

COMPLAINTS PROCEDURE

This complaints procedure shall refer to the handling of Complaints about the school curriculum, related matters, general management of the school, Religious education, and acts of collective worship.

1. All complaints that relate to the internal organisation and the running of the school should, in the first instance, be referred to the Headteacher. The Governing body should not seek to become involved until the Headteacher has had the opportunity to deal with the issue.
2. If the Complainant is still not satisfied, the Headteacher should inform them of the right to refer their complaint to the Clerk of the Governing Body, in writing.
3. The Clerk should acknowledge receipt of the complaint promptly and:
 - a: Inform the Chairman of the necessity to convene a meeting of the Complaints Sub-Committee
 - b: Send a copy of the Complaint to all Governors.
 - c: Arrange for a meeting of the Complaints Sub-committee within 10 school days.

The Complaints Sub-Committee shall consist of 3(three) governors selected by the chairman.

4. 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 copied and sent to all members of the Sub-Committee)

The Complainant should be informed that they may bring witnesses.

5. After the Complainant and the respondent have had the opportunity to present the facts, they should withdraw from the meeting, to allow the Sub-Committee to consider all the facts and make a decision.
6. Both the Complainant and the Respondent should be present to hear the decision of the Sub-Committee.

The Complainant shall be informed of their right of Appeal.

The decision shall be confirmed in writing to both parties and to the Chairman of Governors, if not a member of the Complaints Sub-Committee.

7. If the complainant is still not satisfied, notice of appeal shall be made in writing to the Clerk of the Governing body, within 7 school days.
8. The Appeals Committee shall consist of the full governing body LESS the members of Complaints sub-committee who heard the original complaint.
9. The Appeals Committee shall be convened within 14 school days to hear the appeal.
10. The procedure to be followed will be that as stated in Paragraphs 4, 5, and 6 above.
11. The Complainant shall be informed of a further right of Appeal to the Secretary of State

for Education.

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 be invited to attend the Complaints Sub-Committee hearing either as a Member of the Sub-Committee or a witness.

Reviewed July 2020

Next review July 2021

ADMISSION FORM

Surname	Previous nursery/playgroup (if applicable)
Forename	
Known as	Doctor
Other names	Phone
Date of Birth	Address
Sex	Male / Female
Start date	Sept / Jan / April
<i>(please circle as appropriate)</i>	
Home Address	
	Medical Condition or Allergy
KENT	
Post Code	Home Language
Home Telephone Number	Child's Ethnic Group
Ex- Directory	Yes / No
	Religion
Mobile Number	<i>Please attach copies of birth certificate and certificate of baptism.</i>
E-Mail address	Date
Parent / Guardian Name	Signed
First Emergency Contact	Second Emergency Contact
Name	Name
Relationship	Relationship
Telephone Number	Telephone Number
Place of Contact	Place of Contact

Official Use Only

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

Information held on computer is protected under the Data Protection Act 1998
PLEASE NOTE ADMISSION TO THE NURSERY DOES **NOT** GUARANTEE A PLACE FOR
YOUR CHILD IN THE RECEPTION CLASS.

Other information**(CONFIDENTIAL)**

If you believe that we should be aware of any information then please enter the details below.

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Signed:	Date:
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