



St Thomas More Roman Catholic Primary School Parent Information



St Thomas more R.C. Primary School

Evesham Rd, Middleton,

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We Love, We Learn, We Live with Christ

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www.stthomasmorerc.co.uk

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Dear Parents and Carers,

This booklet holds important information relevant to parents of pupils at our school. It allows you convenient access to rules, policies and general information relating to the school's operation. If you cannot find the information you are looking for then please contact us.



Joanne Butterworth
Headteacher



Mrs Quigg
Deputy Headteacher



Julie McBride
Business Manager



Miss Dodd
Assistant Headteacher

Welcome to St Thomas More R.C. Primary. We are a one and a half form entry primary school, this means there are 45 children in each year group. We structure our school:-

Two Reception classes

KS1 department is 3 parallel classes of Year 1 & 2 children

LKS2 department is 3 parallel classes of Year 3 & 4 children

UKS2 department is 3 parallel classes of Year 5 & 6 children.

The curriculum is a two year rolling programme ensuring all children achieve their potential having access to a range of skills.

We also have a 26 place Nursery that offers 30 hours provision for those who can access this, or the opportunity to pay for wrap around care.

Mission Statement

As servants of God, we follow in the footsteps of Jesus Christ. Through his love, we guide each member of our family on their own spiritual and learning journey to achieve and grow

We Love, We Learn, We Live with Christ.

The School Day

Playground gates open at 8.30 a.m

(Session Times)

Nursery Class

- Mornings - 8.40 a.m. – 11.40 a.m.
- Afternoons 12.10 – 3.10 p.m. (30 hours entitlement)

Reception Class

- Morning: 8.40 a.m. – 12.00p.m.
- Afternoon: 1.00 p.m. – 3.10 p.m.

Year 1 and Year 2 Pupils (Key Stage 1)

- Morning: 8.40 am - 12.00 pm
- Afternoon: 1.00 pm - 3.10 pm

This gives 21 hours 30 minutes of teaching time each week.

Years 3, 4, 5 and 6 Pupils (Key Stage 2)

- Morning: 8.40 am - 12.30 pm
- Afternoon: 1.30 pm - 3.10 pm

Key Stage Two children have one morning break between 10:45 and 11:05.

Key Stage One children have two breaks, one in the morning and one in the afternoon

Playground gates close at 3.20 p.m

After School Clubs

If your child attends any of the after school clubs they must be collected by an adult at the specified time.

Child Protection and Safeguarding Children

St Thomas More R.C. Primary School is committed to the protection and safety of its children. A copy of our Child Protection and Safeguarding Procedures are available on the website and from the school office.

The school has four named Designated Safeguarding Leads

Mrs Butterworth, Mrs Quigg, Miss Dodd & Mrs Ryder

School Year 2019/2020

Summer Term 2020

- Bank holiday 8th May 2020
- Half term Monday 25th May 2020 – Friday 5th June 2020
- School closes Friday 17th July 2020

School Year 2020/2021

Autumn Term 2020

- School opens Wednesday 2nd September 2020
- Half term Monday 26nd October - Friday 30th October 2020
- School closes Friday 18th December 2020
- School opens Monday, 20th April 2020

Spring Term 2021

- School opens Tuesday 5th January 2021
- Half Term Monday 15th February - Friday 19th February 2021
- School closes Wednesday 31st March 2021

Summer Term 2021

- School opens Monday 12th April 2021
- Bank Holiday Monday 3rd May 2021
- Half term Monday 24th May - Friday 4th June 2021
- School closes Friday 19th July 2021

Appointments

In the interests of children's safety we remind parents that it is vital that they must accompany children to and from the school entrance when collecting or dropping off for medical / dental appointments etc.

Attendance

It is your legal responsibility to make sure that your child attends school every day.

Good habits of regular attendance and punctuality are considered to be an essential part of a child's development and we therefore expect regular attendance (except in times of illness) and good timekeeping, particularly in the mornings.

A reminder to some parents that children should be in the playground by 8.40 a.m. and not wandering in late. Children who arrive late to school must be accompanied into school with an adult and signed in on the Inventory system.

The registers are finished at 8.50. Children arriving between 8.50-9.00 are marked as L (late). Please remember that punctuality and attendance are extremely important for your child's progress in school. Arrivals after this time are marked as U (unauthorised absence)

When a child has to have unavoidable time off school such as to keep medical appointments, his/her parents should ensure that he/she attends school for the rest of the day. When a child is absent from school parents must telephone the school or email to: JEYoung@stthomasmorerc.rochdale.sch.uk

If contact is not made your child will have to be marked absent for that session.

Family Holidays during School Time

The Government's new legislation gives NO entitlement to parents to take their children on holiday during term time. Therefore the school will not be authorizing these absences but will still expect parents to notify all absences in writing via an absence slip which they can collect from the office. Should any absence last 5 school days or more the Education Welfare Service will issue you with a Fixed Penalty Notice Fine.

Parents whose child's attendance falls below 95% will receive a reminder by letter how important it is to attend regularly. Government has indicated to schools that children whose attendance is 90% or lower are classed as persistent absentees

Curriculum Opportunities

School offers curriculum opportunities that include swimming and French

French is offered to all year groups some of which is supported by a French consultant who comes into school fortnightly

A 17 week swimming program is part of the Year 4 curriculum. Children will attend once a week and are taken by a bus to Heywood sport village

We also have a sports leader who ensures that the children benefit from a full program of sports both in school and outside of school hours

Medicines in School

Preventative medicines such as inhalers for asthma are to be kept with the child. Parents are required to sign a School Asthma Card. The child's name and class must be clearly marked on any inhalers brought to school. Medicines should only be administered at the school when it would be detrimental to a child's health or school attendance not to do so. 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, dosage and storage. Parents are to complete a consent form prior to prescribed medicines being left at school. We will not administer non-prescription medicines to a child, if a parent /carer wishes a child to have the non- prescription medicine they will need to come to school to administer it to their child.

Charging and Remission Policy

The policy for charging adopted by The Governing Body is based upon the principle that education for all its pupils should be free of charge if it takes place during school hours. The cost of some activities eg educational visits in school hours is such that unless we receive sufficient voluntary contributions, the activity may not take place. No pupil will be barred from a school hours visit or activity on the basis of not being able to pay.

Free School Milk / Fruit

Free Milk and Fruit are provided to the Nursery, Foundation and Key Stage One children daily.

School Premises

All parents are reminded that pupils should not be on the school premises before 8.30 a.m. as staff are not on duty until this time. Gates are opened on site at 3.00 p.m. Pupils from Secondary Schools who have brothers and sisters attending the school should not be on the premises until after school. If this is not adhered to I will have no option but to ban all secondary pupils from the school site. Dogs are not allowed in the school grounds at any time and please do not bring bikes / scooters on site to add to the congestion. These rules are simply for the protection and safety of our children.

Appointments with Teachers

Parents wishing to see teachers before/after school must make an appointment through the school office. Please note that it is not appropriate to go directly to the teachers classrooms.

Admissions

NURSERY / RECEPTION PARENTS SEPTEMBER 2020

Parents can download an application form from the website and return to school if you wish your child to attend St. Thomas More School. You must bring a birth and baptismal certificate (if not baptised at St Thomas More church), proof of address and photo ID (driving licence) with you when you return the form. This gives the school a clear picture of expected numbers over the next few years and helps to organise our resources. It is never too early to return your child's completed application form.

The Rochdale Local Authority has requested that parents must also apply online for Reception 2021 from September 2020

at:- www.rochdale.gov.uk/schooladmissions the closing date for applications is the 15th January 2020.

ADMISSION POLICY

As Servants of God, we follow in the footsteps of Jesus Christ. Through His love, we guide each member of our family on their own spiritual and learning journey to achieve and grow.

We Love, We Learn, We Live with Christ.

St Thomas More R.C. Primary School is established in the Diocese of Salford and is maintained to by the Rochdale Local Authority as a Voluntary Aided School to form, in partnership with home and parish, an integral part of that local Catholic faith community which bears the mission of the Church to embrace the gospel of Christ, to live by its values, and to proclaim Christ as the light of all peoples. A key role of the school is to assist parents of baptised Catholics to fulfill the responsibilities taken on at their child's baptism. By striving to be a Christ-centered community providing excellent education, the school will also play its part in the witness and mission of St Thomas More church.

The school's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admissions. For each school year commencing September 2020, the Governing Body has set its planned admission number at 45.

Admissions to the school will be made by the Governing Body in accordance with all preferences listed on the Local Authority preference form. They will be considered on an equal basis following a priority order where there are more applications for admissions than the school has places available at the time of application.

STATEMENT OF ETHOS

The Catholic Faith and the Teachings of the Roman Catholic Church have an essential role in school life and influence every aspect of the curriculum. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

CRITERIA

1. Baptised Roman Catholic Looked After children and previously Looked After children.
2. Baptised Roman Catholic children, who will have a brother or sister attending the school at the time of admission and resident in the former parish of St. Thomas More. (Sibling shall include stepsiblings, half siblings and children of the family resident with the applicant child).
3. Baptised Roman Catholic children, resident in the former parish of St Thomas More.
4. Other baptised Roman Catholic children, who will have a brother or sister attending the school at the time of admission and are resident in another parish.
5. Baptised Roman Catholic children whose parent is a member of staff at St Thomas More School but living outside the parish.
6. Other baptised Roman Catholic children who are resident in the former parish of St Peter's, Our Lady of the Assumption Langley and the former parish of St. Agnes and St John Fisher.
7. Other baptised Roman Catholic children.
8. Other Looked After children and previously Looked After children.
9. Other baptised Christian children who will have a brother or sister attending the school at the time of admission and are resident in the former St Thomas More parish.

10. Other baptised Christian children who will have a brother or sister attending the school at the time of admission and are resident in another parish.

11. Other baptised Christian children who are resident within the boundaries of the former St Thomas More parish

12. Other baptised Christian children who are resident in another parish

13. Other children, who will have a brother or sister attending the school at the time of admission, who are resident in the former parish of St Thomas More. (Sibling shall include stepsiblings, half siblings and children of the family resident with the applicant child).

14. Other children, who are resident in the former parish of St. Thomas More.

15. Other children.

Failure to provide the requested evidence (see notes) or misrepresentation of the place of residence and / or baptismal status may lead to the withholding of any offered place or where a child has been admitted the admitted child shall not rank as an admitted sibling.

This was agreed at the Governing Body Meeting on 19TH July 2019

ADMISSION NOTES

- a) All applicants will be considered by the Admissions Committee of the Governing body during the Spring Term, (under the co-ordinated scheme of Rochdale Local Authority) prior to the September admission.
- b) Each Roman Catholic applicant will be required to produce a Roman Catholic baptismal certificate except those children baptised in St Thomas More Parish.

- c) Parents should check within which parish they and the applicant child are resident. A map illustrating the boundaries of St Thomas More Parish is available for inspection at the school.
- d) For applicants who apply under the criteria for 'other Baptised Christian children' proof will be required via a baptismal certificate or a letter confirming baptism from a Minister of Religion.
- e) All applicants will be required to provide proof of address, by supplying an original utility bill (within the last 3 months) and photo ID. If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. Governors define this as the shortest walking distance taken from the main gate of the school to the centre point of the applicant child residence using a safe lit paved path / pavement. (This is calculated using the LA computer system SCANA). In the event of a tie-breaker, a random lottery will be carried out in a public place.
- f) It is the duty of Governors to comply with regulations on class size limits at Key Stage 1. The Governing Body may exceed the regulations for twins, siblings in the same year group and children from multiple births where one of the children is the 30th child admitted to the class.
- g) If an application for admission has been turned down by the Governing Body, parents can appeal to an independent Appeals Panel. This appeal must be sent in writing to the Clerk to the Governors at the school within 20 days of notification of refusal. The date of notification will be 2 working days after posting by first class post. The parents must give their reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- h) A waiting list for children who have not been offered a place will be kept and ranked according to the Admissions Criteria. Parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the Autumn Term.
- i) Admission arrangements to the Reception class are separate to those for Nursery. Attendance at the Nursery does not give a child any guarantee or priority when it comes to consideration by the Governors of applicants for admission to the Reception class.
- j) For 'In Year applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. Direct application to the school can now be made under this heading. If there are places available but more applicants than places then the published oversubscription criteria will be applied. Late applications will be treated as per the arrangements published by the Local Authority.

- k) The home address is the address of the parents/carers and their child. That is taken to be the address of the parent where the child spends the greater amount of nights, even if he or she lives at a different address for some days of the week.
- l) For rented property to be considered as the child's permanent home, a copy of the signed tenancy agreement, for not less than 12 months covering the date that your child will be admitted to the school.
- m) Members of staff who wish their children to be admitted at St Thomas More School must be employed at the school for at least two years at the time of admission.
- n) A Looked After child who is (a) in the care of the Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989. A previously Looked After child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

School Uniform

All clothing and shoes must be marked with your child's name to help prevent loss.

The school will not accept responsibility for loss of clothing or valuables.

Watches may be worn on the understanding that responsibility for loss or damage rests with the child.

Smart watches with cameras must be handed into the office they are not allowed in school

In order to encourage and foster a smart and positive learning environment the school expects all parents to follow the guidelines on uniform and ensure that all pupils have appropriate hairstyles. Hairstyles which include patterns, lines, shaved sections and hair colouring are not acceptable.

If your child walks home alone, they can bring in a mobile phone but must leave it at the office and collect it at the end of the day. Otherwise mobile phones are not allowed

Jewellery is not permitted to be worn in school for health & safety reasons. Earrings, bracelets and necklaces are not permitted. It is not acceptable to cover any of these items with a plaster or bandage.

Parents are reminded that children attend school to learn and fulfil their academic potential. Make-up and face tan are not appropriate. Coloured nail varnish should not be worn.

Foundation Stage – (Nursery & Reception)

All our Nursery & Reception children wear a royal polo shirt all year round instead of a shirt and tie.

All other children have the option to wear shirt & tie or royal polo shirts, see below:

Girls

- Navy pinafore dress or skirt or grey trousers
- Light blue shirt & tie *OR* Royal blue polo shirt
- Navy V-neck sweatshirt or cardigan
- White socks or navy tights
- Black shoes

Boys

- Grey trousers
- Light blue shirt & tie *OR* Royal blue polo shirt
- Navy V-neck sweatshirt
- Grey socks
- Black shoes

Trainers are not allowed to be worn in school.

Nursery & Reception children also need wellington boots to be kept in school.

A P.E. kit should be kept in your child's cloakroom and taken home each half-term to be washed. Reception to Y6 only. (Nursery only need pumps)

- Red Polo Shirt (Not T-shirt)
- Navy Shorts
- Pumps (KS1)
- Trainers (KS2)

Children from Years 3-6 may wear tracksuits(not football club)/ warm clothing outside during winter months but must have full P.E. kit underneath their tracksuit.

Parents can order jumpers / cardigans / polo shirts and school bags from school with the school logo on them. The school also sells ties.

We reserve the right to ban items which may be considered harmful or unsuitable.

Ordering Uniforms

The school will send out an order form to parents for uniform usually twice a year (February & June). However you can also place an order direct with our suppliers from their website :- www.touchline-embroidery.co.uk

You will be asked for a password which can be obtained from Mrs McBride / Mrs Young.

Please ensure every item of clothing is labelled with your child's name.

Good to be green rules:-

- Listen to each other
- Treat everyone with politeness & respect
- Work to the best of our ability
- Help each other to stay safe
- Respect the school environment

Important reminders

Pupils should be punctual and be in the playground by 8.40 am.

Absence should be covered by a note to the class teacher.

All children are expected to take part in all lessons.

The school has a uniform and parents are asked to ensure children are dressed appropriately to carry on the proud tradition of St. Thomas More.

Pupils are expected to behave with politeness and courtesy at all times.

It is expected that any child chosen to represent the school should see this as his/her first priority.

Pupils should not play with balls before school begins.

Charges may be made for breakages, damage or loss of books, materials or equipment arising from pupils' misbehaviour.

Jewellery is not permitted in school. This includes earrings, studs, chains, bracelets etc.

Other Reminders

- Parents of children arriving late must sign into Inventory at the main entrance before going to their classrooms.
- Please do not ride bikes and scooters onto the school site because of the congestion already at the start and end of the school day
- At no time during school hours should parents/taxis drive into the school grounds.
- As we are a 'Healthy School' please do not send sweets / chocolate bars in lunch boxes and also I ask that sweets should not be sent into class for birthdays. Fizzy drinks are not permitted in the school.
- Packed lunch must be provided in a lunch box.
- Secondary children must not be on the school site before 3.10 p.m.
- I would be grateful if you would also inform Carers / Grandparents who pick up your children about these requests.

Safeguarding

Pastoral Care

We aim in partnership with each other to create an atmosphere of love and peace. The values we promote include respect, care for others and their property, honesty, trust, fairness, self-respect, self-discipline, self-confidence and loyalty.

Every visitor who comes to the school must sign in to an Inventory system, this system keeps track of who is in the building for the safety of others and themselves. When they leave they must sign out on the system

Each class teacher has the personal responsibility for the care and welfare of the children in that class.

The school is served on request by our Education Welfare Officer, Health Visitor and School Psychological Service. Parents are always contacted before these visitors approach individual children.

Child Protection

The welfare of each child within the school is of paramount importance and to this end and in compliance with the requirements of the law, the Headteacher is the Designated safeguarding lead and in her absence the Deputy Headteacher.

The school works in partnership with parents to support children in every way possible.

However, the Children's Act places a clear responsibility on schools to ensure that they work together with other agencies to safeguard and promote the welfare of all children.

As a result, if concerns are raised within the school or a child or parent reports a situation involving possible abuse, we would not be able to guarantee confidentiality. This situation would have to be referred to Social Services.

Parents' Meetings

These take place twice a year to discuss your child's learning and interests. We ensure that there are appointments in the day or evening.

Anti-Bullying Policy

Being a Catholic school, we are dedicated to ensuring that all our pupils experience being educated within the atmosphere of a caring Christian community.

Within this context we always encourage our children to treat each other with the respect they deserve as members of God's family and hopefully the ethos of the school will actively discourage bullying.

To this end we will try at all times to ensure that bullying of any kind is discouraged and we will put into practice a policy designed to raise the awareness of our pupils,

parents and staff (including lunchtime supervisors whose important role is recognised), of the problems associated with bullying and possible methods of combating them.

Bullying can be described as:

“Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally.”

Bullying behaviour includes:

- Name calling, racist or homophobic remarks, teasing or spreading nasty stories about someone.
- Physical violence and taking or hiding belongings.
- Threats
- Isolating individuals from group activities.

Reporting of bullying

- In the first instance report to the class teacher it will then be referred to the Key Stage Manager and recorded on CPOMS thus the Headteacher / Deputy Headteacher will be kept informed.
- The person investigating will speak to the children involved look into the matter fully and take appropriate action.
- The parents of the child with the concern will be kept informed. Relevant consequences in the Behaviour policy will be followed.
- The lunchtime supervisors will always be briefed of any concerns so that they can monitor the situation during lunchtimes.

Advice to Parents

Every pupil in our school has the right to enjoy school and learning free from intimidation both in class and in the playground.

It is always a good idea to take an active interest in your child's social life (as we are sure most parents do) and his/her activities both in and out of school. As well as keeping you up to date with your child's friendships, you may well learn of disagreements or difficulties.

A child may indicate, by signs or behaviour, that he or she is being bullied. Some common signs are:

- Disturbed sleep
- Bed wetting
- Head and stomach aches
- Problems with concentration
- Changes in behaviour and attitude
- Deterioration in the standard of your child's work
- Becoming quiet or withdrawn
- Bullying other children
- Unwillingness to attend school (there may be reasons why your child may be unsettled in school – not all of them are to do with school – but bullying is always a possibility).
- Having unexplained bruises, scratches or cuts.

If you suspect that your child is being bullied, you should ask him/her directly. Even if your child denies it, you should report your suspicions to school. There is no reason why he/she should know you have been. We certainly wouldn't inform them, unless you agreed with us that there were good reasons for doing so.

Always try to reassure your child, telling them not to be worried and making clear to them that they have done the right thing in telling you, and that being bullied is not a sign of weakness.

This information is taken from the Department for Education pack and is designed to give all parents help and advice should they discover that their child is a victim of bullying or has witnessed a bullying incident.

School Meals

The school uses an outside catering company – Mellors Catering for our school meals. All food is cooked on site. Children in Reception, Year 1 and Year 2 are entitled to a Universal free school meal.

The price of a meal is £2.20 per day £11 per week (£2.40 from Easter 2020). Dinners can be paid for online using the school's online payment system Eduspot.

If you need any further information, please contact Mrs McBride at the school office.

Those who prefer to bring sandwiches may do so provided they are brought in a plastic container.

Dinner Money Policy

St Thomas More R.C. Primary School is responsible for the collection and reconciliation of all school dinner money and since the 1st April 2010 is liable for all arrears and non payments. Currently the school and its children are losing money because of non-payment and late payment by some parents. This takes money away from the education of all children, wastes staff time and disadvantages the majority of parents who pay promptly and in full.

Parents are responsible for providing a lunch for their child(ren), this may be in the form of a paid meal, application of a free meal entitlement or a packed lunch from home.

The Governors have decided that parents must pay for school meals IN ADVANCE unless their child(ren) have a free school meal entitlement. School will carry application forms for free school meals if required. If there is no credit on your child's account we will not be able to serve a school dinner and we will ring parents / emergency contacts to ask to bring a packed lunch for lunchtime.

Payment for school meals should be made in advance using either of the following methods:-

- Dinner money can be paid using 'Eduspot' a web based system that all parents have access to.
- A cheque can be sent in an envelope made payable to 'St Thomas More R.C. Primary School' and clearly marked with your child's name and 'Dinner Money'.
- Standing order using the school form for regular payments only. The signed standing order form must be returned to the school office before payment starts.

St Thomas More R.C. Primary School has a clear set of procedures for the payment and collection of school meal money and any arrears that occur.

- If your child is eligible for free school meals and the claim is being processed please contact the office immediately with proof of your claim. Alternatively please inform the school if there is a change in circumstances and the free meal entitlement has stopped.
- If your child is absent from school and meals have been paid for, these will be carried forward as credits and the following weeks payments can be adjusted accordingly.
- If payment is made by cheque and it is returned to the school from the bank marked unpaid, there will be a £5 administration fee added to your child's account.
- If there is no credit on your child's account we will not be able to serve a school dinner and we will ring parents / emergency contacts to ask to bring a packed lunch for lunchtime.

FURTHER SANCTIONS

- In the event that the account has no credit and no packed lunch is provided the school reserves the right to request advice and assistance from the Education Welfare Officer or in extreme cases children's services.
- We reserve the right to refuse requests to join After School Clubs if a child's dinner money account is in arrears.

Online School Payments



St Thomas More is delighted to announce that we use a facility for parents to make payments online for school activities such as school trips and after school clubs and Dinner Money.

The administration staff have spent an immeasurable amount of valuable time on collecting and keeping track of what payments have been received for the numerous events that take place. This, combined with the burden that you may endure in either finding the correct change or writing a cheque to pay for your child's activities can at times be frustrating.

Our new Schoolmoney (www.eduspot.co.uk) facility will allow for both parties to experience a more streamlined, cost-effective and efficient payment collection system in a secure and safe environment. For parents who do not have access to the internet we will still accept cash / cheques through school.

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 notify us if you have recently changed your mobile number and/or email address.

We have enclosed a step by step guide to take you through the process of making a payment through school money.

Parking around School

Staff Car Park

For the safety of all children the only vehicles permitted in the school grounds are staff cars and vans making authorised deliveries.

Parents cars and taxis are not allowed to drop off/pick up from inside school grounds when children are in attendance.

Visitors Car Park

A visitor's car park is available for parents. Parents using this car park must adhere to the following rules:

- In the interests of safety children must be accompanied by adults to and from the car park
- Parents using the car park do so entirely at their own risk. The school accepts no liability.
- Pedestrians must not use the car park as a 'short cut' to the main school.
- Cars must not be left on the car park during the day.
- Staff will not engage in disputes arising from careless parking / driving.
- The footpath at the side of the car park must be used for pedestrian access to school.

Parking outside of School

Please observe the parking regulations outside the school grounds. Please be courteous to our neighbours and don't block the carriageway of park in a way that causes an obstruction or increases hazard to other road users or pedestrians.

PUPIL PREMIUM/ PE & SPORT GRANT

Visit our website at <https://www.stthomasmorerc.co.uk/parents/pupil-premium>

For more detail on these funds.

Privacy Notice – how the school uses pupil information

The categories of personal information that we process include the following:

- Personal identifiers and contacts – e.g. name, unique pupil number, contact details and address
- Characteristics – e.g. ethnicity, language and eligibility for free school meals
- Safeguarding information – e.g. court orders and professional involvement
- Special educational needs and disabilities (SEND) information – e.g. any needs the pupil has
- Medical and administration – e.g. doctors information, your health, allergies, medication and dietary requirements
- Attendance – e.g. sessions attended, number of absences, reasons for absences and any previous schools the pupil has attended

- Assessment and attainment – e.g. any relevant test and exam results
- Behavioural information – e.g. exclusions and any relevant alternative provision put in place
- Trips and activities, catering and free school meal management, and identity authentication

Why we collect and use pupil information

We collect and use pupil information for the following reasons:

- To support pupil learning
- To monitor and report on pupil attainment progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To keep pupils safe (medical needs, allergies, emergency contact details)
- To meet legal duties placed on us by the government

We collect and use pupil information under the Data Protection Act 1988 (DPA) and “Article 6” and “Article 9” of the General Data Protection Regulation (GDPR).

How do we collect pupil information

We collect your personal information via the following methods:

- Registration forms / Annual information forms
- Common Transfer File (CTF) from your previous school
- Child protection plans

Pupil data is essential for the schools’ operational use. Whilst the majority of information you provide to us is mandatory, some of it is requested on a voluntary basis. We will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

How we keep pupil information secure

We have safeguards in place to protect your information which include things like using secure email, training staff and having processes in place to make sure we only collect the information we need and that it is kept only for as long as necessary

Who we share pupil information with

We routinely share your information with:

- Schools that the pupils attend after leaving us
- Our Local Authority
- The Department for Education (DfE)
- NHS services

- Ofsted
- RC Federation

Why we share pupil information

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so. We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

For more information, please go to <https://www.gov.uk/education/datacollection-and-censuses-for-schools>.

How does the government uses your data

The National Pupil Database (NPD)

The NPD is owned and managed by the DfE and contains information about pupils in schools in England – it provides evidence on educational performance to inform independent research as well as studies commissioned by the DfE.

Information on the NPD is held in an electronic format and it is securely collected from a range of sources, including schools, LAs and awarding bodies.

You can find out more about the NPD by following this

link: <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

Requesting access to your personal data

You have specific rights to the processing of your data, these are the right to:

- Request access to the information the school holds about you.
- Object to the processing of your information that is likely to cause, or is causing, damage or distress.
- Prevent processing for the purpose of direct marketing.

- Object to decisions being taken by automated means.
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.
- Seek compensation, either through the ICO or the courts.

You're legally entitled to request and receive a copy of any information that we hold about you. We'll seek to comply with your request, but there may be some situations where it will not be able to do this in full, for example, where information we hold was given in confidence. If you want to receive a copy of the information about you that we hold, please contact the school.

school office by ringing 0161 643 7132 or
emailing office@stthomasmorerc.rochdale.sch.uk

You have the right to request that we cease processing your personal data and where possible, we'll seek to comply with your request but there may be some situations when we're not legally able to do this.

We try to ensure that any personal data we hold about you is correct, but there may be situations where the information we hold is no longer accurate. If this is the case, please contact the school so that any errors can be investigated and corrected.

If you are concerned about the way we are collecting or using your information, please raise your concern with the school office in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>.

How do we keep information secure?

We have safeguards in place to protect your information which include things like using secure email, training staff and having processes in place to make sure we only collect the information we need and that it is kept only for as long as necessary.

Your Rights

You're legally entitled to request and receive a copy of any information that we hold about you. We'll seek to comply with your request, but there may be some situations where it will not be able to do this in full, for example, where information we hold was given in confidence. If you want to receive a copy of the information about you that we hold, please contact the school.

You have the right to request that we cease processing your personal data and where possible, we'll seek to comply with your request but there may be some situations when we're not legally able to do this.

We try to ensure that any personal data we hold about you is correct, but there may be situations where the information we hold is no longer accurate. If this is the case, please contact the school so that any errors can be investigated and corrected.

We may monitor and record electronic transactions (internet, email and telephone conversations). This will be used, for example, complaint resolution, to prevent or detect a crime or investigate.

Communication to Parents

- Letters - Letters are regularly sent home by 'pupil post', tweeted and uploaded onto the school website
- Copies of letters are available to view on the school website, or a paper copy can be collected from the school office.
- Text Message - Messages and reminders are sent by text message. Please inform the school if you change your mobile number.
- Emails- Text messages are also sent via email. Please inform the school if you change your email address.
- Newsletter - The Newsletter is produced towards the end of each half term and a copy is sent by email as well as being available to view on the school website.
- Reading Record - This keeps parents/carers informed of reading progress and also enables two-way communication between home and school.
- Curriculum Topics These are published each half-term on the school's website and show the outline for learning. A paper copy is also sent home.
- Website - The school website holds a host of information. The website address is www.stthomasmore.rc.co.uk
- Twitter - @StThomasMoreAlk
- School Calendar - The school calendar is on the school website.

- Parents/carers can write to the school at office@stthomasmorerc.rochdale.sch.uk
- Correspondence will then be forwarded to the staff member concerned.

Internet and Social Networking

Whilst an invaluable tool for research and education the dangers of children using the internet are well documented and publicised. Computers and use of the internet is strictly supervised whilst in school and any child using the internet at home should be also be supervised and parental controls and software should be used. The school's position is clear that Primary aged children should not use social networking sites. Facebook rules state that only children aged 13 and above should hold an account.

All of the teachers in the school use Twitter, it is used to celebrate learning and events in school. The office twitter account shares letters and upcoming events and trips.

E-safety Information

http://www.thegrid.org.uk/eservices/safety/weblinks_parents.shtml

Useful Web Sites for Parents

www.childnet-int.org - A non-profit making organisation working directly with children, parents and teachers to ensure that the issues of online child protection and children's safe and positive use of the internet are addressed. Childnet International produce an online CD guide specifically for parents KnowITAll - www.childnet-int.org/kia/

www.thinkuknow.co.uk - The Child Exploitation and Online Protection (CEOP) Centre has set up its own educational website which has been designed and written specifically for children, young people, teachers, parents and carers.

www.getsafeonline.org/ A beginners guide to using the Internet safely, including a quiz and some video tutorials about how to 'stay safe' on-line.

www.kidsmart.org.uk/ - Kidsmart is an award winning internet safety website for parents and those working with children. It has been developed by the children's

internet charity Childnet International and has excellent information on many of the technologies used by children, with guidance on how to 'stay safe' online

www.bullying.co.uk - One in five young people have experienced bullying by text message or via email. This web site gives advice for children and parents on bullying.