

St Thomas of Canterbury

Catholic Primary School

Where every child is special



PARENT GUIDE

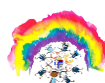
School Contingency Planning for Remote Learning

Last updated 2021-09-03

Making **S=P+A+C+E** for learning



Making **S=P+A+C+E** for learning





OUR MISSION STATEMENT

God's love is at the heart of our Catholic School family.

We show this in our respect, kindness and love for others and by treating other people as we wish to be treated ourselves.

We will encourage everyone to be the best that we can be.

OUR SCHOOL AIMS

To guide our children to grow in the love of God and build relationships that will enable them to make a positive contribution to the school and society.

*

To develop an exciting, challenging and creative curriculum that produces confident and successful learners who are the best that they can be.

*

To develop high quality learning that enables every child to flourish, to discover their talents and be lifelong learners.

*

To establish a teaching and learning environment that encourages everyone to enjoy, to achieve, to be inclusive, to be healthy, and to stay safe.

*

To nurture a strong partnership between home and school.

*

To have respect and understanding for our school, our community and our world, helping our children to become responsible citizens and good role models.

OUR SHARED VISION

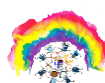
Every child at St Thomas of Canterbury is special and will achieve their full potential academically, socially, spiritually and emotionally through the provision of a loving community and rich and varied learning opportunities and the highest quality teaching and learning.

Every staff member at St Thomas of Canterbury will feel valued and enabled to provide the opportunities that we want for our children and to do so as part of a loving community which has the highest expectations of and for all.

Every Governor at St Thomas of Canterbury will feel valued and enabled to act as a critical friend to the School and to be accountable for the School's strategy. They will play a visible role supporting all children, their parents and staff at School and in the wider community, to provide the best environment possible for learning and spiritual growth.



Making **S=P+A+C+E** for learning



Part 1 Individual child needing to self-isolate

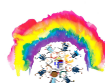
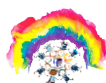
When a child needs to self-isolate either because **they** have symptoms or a positive PCR test result (they have to isolate for 10 days and can only come back to school after a negative test – which would hopefully then mean they are back much sooner) then the following procedure applies:

1. Day 1:

- The office will send an email to the child's parents which directs the children to the Goggle classroom. At their earliest opportunity in the day (remember they will be in class teaching) the teacher will make contact to organise a daily Google Meet and will start to post learning on the Google Classroom stream.

2. Day 2 and on:

- The class teacher(s) will continue to post learning on the Google classroom stream. This would normally mean posting teaching PowerPoints and explanations as necessary.
- The teacher will take the opportunity when possible to check in with the child with regular Google Meets.
- The teacher will ask for some key pieces of learning to be sent back to school via the Google classroom for feedback as well as feedback on questions raised in the classroom.



Part 2 Group isolation (class, year group or wider school closure)

Introduction

This part of the document outlines our contingency plans for remote learning, should any child at St Thomas need to access this due to a full or partial school closure.

In the event of a closure for any group of children our intention is to continue to provide the very best learning opportunities for all of our children, continuing to meet our School's Mission, Vision and Aims.

The curriculum will continue to be taught in the same sequential and planned way during any period of lockdown or forced year group isolation. Teachers will apply the Thomas 10 in their planning and the **S=P+A+C+E** principles for successful learning will continue to be encouraged and taught.

All children will have access across the home learning isolation period to the Google classroom in the way set up during the period of national lockdown January – March 2021, ie:

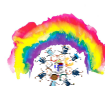
- **Daily** contact with their teachers in Google Meet(s)
- **Daily** maths and English lessons planned and taught by their teachers, these are the priority for home learning time.
- **Daily** lessons meeting the **full** curriculum offer (families can decide how much or how little their child is able to do of this and how to spread it across the home learning period)
- Additional opportunities for daily worship, music, and PE workouts.
- Activities to promote wellbeing

The learning planned will be more than sufficient to meet the timings of a school day.

Children will need to have access to the internet and a device which they can use exclusively to enable them to maintain the contact and take part in the provided learning. If you require the loan of a device to allow you to access the home learning please contact mrlewin@st-thomas.surrey.sch.uk as soon as possible.

To enable teaching and learning to continue as effectively as possible during the need for remote learning we will...

- Make daily contact with children/parents via Google Classroom. This will be a live class time.
- Provide every child with a dedicated Google classroom access.
- Where possible, send home an exercise book to be used for all home learning (and returned to school at the end of a self-isolation period).
- Provide a weekly timetable for children with daily tasks and timings to help parents and children plan their daily learning.
- Provide frequent and clear explanations of new content using high quality resources and pre-recorded videos (but not live lessons).
- Share all the daily learning activities and tasks via Google classroom as appropriate.
- Be available at designated times within the school day to respond to children's questions about the work and to provide feedback with regular chat time on Google classrooms.
- Ensure that all families are contacted in person regularly and any issues are followed up.
- Monitor the engagement of children's learning.
- Provide feedback to children on their learning across the week.
- End every school day with a Google Meet and story time or shared reading or **S=P+A+C+E** for **ME** time (live or recorded subject to staff availability).
- Communicate regularly with families through Google classroom, our Weekly News, emails and phone calls.



- Expect every child to complete their home learning to the best of their ability.
- Continue to ensure that a member of our staff will provide remote support and enable students with additional needs to access the work and liaise with teachers.

We expect our children to...

- Always follow our **GOLDEN RULE** when online.
- Make **S=P+A+C+E** for their learning every day.
- Log on to the appropriate remote live or recorded video sessions each morning.
- Watch all of the learning videos/join remote live learning sessions, taking a full and active part in them.
- Do their very best to complete the learning set by their teacher each day and upload any learning as requested by the teacher.
- Use online resources such as Bug Club, TT Rockstars and any other resources provided by the school in a responsible and safe way.

We ask every parent to...

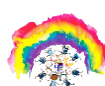
- Encourage their children in their learning and in applying the **S=P+A+C+E** for learning habits to all they do – **P**erseverance, **P**ositive **A**ttitude, **C**onfidence and **E**ffort.
- Set a clear routine with each child using the timetable and the daily learning which has been set by their teachers.
- Read all communications that come out from the school to ensure they are fully aware and up to date with news.
- Support their children to complete as much of the learning set as they can within the school day.
- Liaise with school staff and seek support on behalf of their child when needed, with class teacher via email (please address emails to all the year group teachers and one will respond in school hours).
- Provide access to the learning offered for their children.
- Support their children by emailing the teacher pictures of completed work for celebration and feedback.
- Be patient with staff who will be setting everything up from home with their own families around them.

How to access the learning

- All the learning will be accessed via Google classrooms to which all children have access.
- Teachers can be contacted via the Google classroom stream or by email (see contacts at end of this document) – please cc **all** the year group teachers. Please do not expect a response outside of the school day hours.
- Where families cannot access the online resources, the school will make individual arrangements with them to ensure access to the learning (please contact Mr Lewin if this applies to you, mrlewin@st-thomas.surrey.sch.uk).

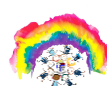
Vulnerable children and children of Critical Workers within Government definitions

- In the event of a **whole school** closure the school will be open for Critical Worker children and vulnerable children (**where they are not subject to the requirement to self-isolate**) subject to the provisions of any Government Guidance at the time.
- Subject to Government Guidance, the School will operate as in the Spring 2021 lockdown with year groups separated. The children will be expected to work through the remote learning set by their teachers supervised by the year group LSAs.



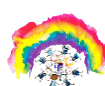
Communication

- All school communication will continue to be via email and through the Weekly News. All parents and staff are expected to read all communications as carefully as possible to ensure messages are all seen and understood.
- Parents should email the school rather than ring as the office may not be able to be staffed in the event of a lockdown.



Teacher contacts

Class name	Teacher	email
EYFS St Salvatore	Mrs Sumsion	mrssumsion@st-thomas.surrey.sch.uk
EYFS ST William	Mrs Morgan	mrsmorgan@st-thomas.surrey.sch.uk
	Mrs Wichmann	mrswichmann@st-thomas.surrey.sch.uk
Year 1 St David	Miss Davis	missdavis@st-thomas.surrey.sch.uk
Year 1 St Stephen	Mrs Sharpe	mrssharp@st-thomas.surrey.sch.uk
Year 2 St Cloud	Mrs Clarke	mrscarke@st-thomas.surrey.sch.uk
Year 2 St Elizabeth	Mrs Hills	mrshills@st-thomas.surrey.sch.uk
	Mrs Royce	mrsroyce@st-thomas.surrey.sch.uk
Year 3 St Dorothy	Mrs Della Maestra	mrsdellamaestra@st-thomas.surrey.sch.uk
Year 3 St Susanna	Miss Pedlingham	misspedlingham@st-thomas.surrey.sch.uk
Year 4 St Gabriel	Mr Gillan	mrgillan@st-thomas.surrey.sch.uk
Year 4 St Peter	Miss Petley	misspetley@st-thomas.surrey.sch.uk
	Mrs McNiff	senco@st-thomas.surrey.sch.uk
Year 5 St Kea	Mr Kitcatt	mrkitcatt@st-thomas.surrey.sch.uk
Year 5 St Teresa	Mrs Terry	mrsterry@st-thomas.surrey.sch.uk
	Mrs Gordon	mrsgordon@st-thomas.surrey.sch.uk
Year 6 St Dominic	Miss Davies	missdavies@st-thomas.surrey.sch.uk
Year 6 St George	Mrs Grove	mrsgrove@st-thomas.surrey.sch.uk
	Mrs Hull	mrshull@st-thomas.surrey.sch.uk
Headteacher	Mr Lewin	mrlewin@st-thomas.surrey.sch.uk
Deputy Headteacher	Mrs Carter	mrscarter@st-thomas.surrey.sch.uk
SENCo	Mrs McNiff	senco@st-thomas.surrey.sch.uk
Extended School and PE	Mr Jones	mrjones@st-thomas.surrey.sch.uk
PE	Mr Arnold	mrarnold@st-thomas.surrey.sch.uk
Music	Dr Mather	drmather@st-thomas.surrey.sch.uk
Home School Link Worker	Mrs Daniels	hslw@st-thomas.surrey.sch.uk



Contacting the school:

<p>The school office is open from 8.30am until 4.00pm. Outside of these hours please leave a message on the answer phone or email info@st-thomas.surrey.sch.uk</p>			
For questions about...	Contact	phone	email
Absences	Office BEFORE 9.00am	01483 888388	
General enquiries	Mrs Simpson or Mrs Read	01483 888388	info@st-thomas.surrey.sch.uk
Medical issues	Mrs Simpson or Mrs Read	01483 888388	info@st-thomas.surrey.sch.uk
Business Manager and Office Manager	Mrs Clay	01483 888388	admin@st-thomas.surrey.sch.uk
Lettings	Mrs Clay	01483 888388	admin@st-thomas.surrey.sch.uk
Admissions enquiries and to arrange school tours	Mrs Tahouri	01483 888388	admissions@st-thomas.surrey.sch.uk
To change meal requests and for school meal payments	Mrs Simpson	01483 888388	schoolmeals@st-thomas.surrey.sch.uk
All things clubs – Breakfast club and all After school clubs and ScoPay/Parentmail enquiries	Mrs Foster	01483 888388	office@st-thomas.surrey.sch.uk
To contact the Breakfast or After School Club (Tommy's) in an emergency	Duty staff member	07538 550532	
For our Home school link worker, Claire Daniels	Claire Daniels	07740 814904	hslw@st-thomas.surrey.sch.uk
For SEN information or advice	Mrs McNiff (SENCo)		senco@st-thomas.surrey.sch.uk
For Mr Lewin	Mr Lewin!	01483 888388	mrlewin@st-thomas.surrey.sch.uk
<p>School website: www.st-thomas.surrey.sch.uk Xavier website: https://xaviercet.org.uk/ Parish website: http://www.guildfordcatholicchurches.co.uk</p>			

